



KDADS employees and those authorized to conduct work at KDADS are provided an ID badge/access card. All KDADS employees that have state business at one of KDADS locations shall maintain their state issued ID badge/access card on their person at all times.

Safekeeping of the ID badge/access card is the responsibility of the employee. If the ID badge/access card is lost or stolen, the employee must notify the KDADS Benefits Manager (ph. # 785-368-6679) immediately. The employee's ID badge/access card is automatically deemed lost if the employee is unable to locate the ID badge/access card for a period of two days. The employee shall be responsible for the cost of replacing the ID badge/access card. Employees shall not be issued a new ID badge/access card until the replacement cost has been paid. Employees shall not share their ID badge/access card with anyone. Misuse of the access card by employees shall result in disciplinary action.

If an employee forgets their ID badge/access card, then the employee shall sign in and get a guest badge. Based on availability, the employee may be issued a temporary ID badge/access card for one day by the KDADS Benefits Manager. The employee shall carry both the guest badge and the temporary ID badge/access card. The temporary ID badge/access card and the guest badge must be returned by close of business that day it was issued.

Guest badges should be issued to all visitors and the guest must sign in. The employee that the guest is visiting must escort the guest back to the sign in location so that the guest may sign out and return the guest badge. At the conclusion of each visit, the guest must return the guest badge.

Employees are responsible that have been issued a key(s) for locking a door, cabinet, or storage item, the employee is responsible to safeguard the key(s). If a key is lost or stolen, the employee must notify their supervisor and the KDADS Procurement Officer/Facility Coordinator (ph. # ext. 62917) immediately. The employee's key is deemed lost if the employee is unable to locate the key for a period of two days. Employees shall be responsible to pay for the cost of replacing the key. If the key that is lost or stolen is to a locking office door, the cost to replace the key shall be \$25 per key. The cost of replacing keys to filing cabinets or storage items shall be a reasonable cost dependent upon the cabinet/storage item.

Master keys shall only be maintained to the KDADS Procurement Officer/Facility Coordinator, KDADS Facility Manager, KDADS Director of Finance & Budget, and an attorney in the KDADS Legal Division. If an employee locks his/herself out of their office, the employee may contact KDADS Procurement Officer/Facility Coordinator (ph. # ext. 62917) or the KDADS Facility Manager (ph. ext. 60388). If a master key is stolen or lost, the employee shall notify their supervisor immediately.

Keys to the KDADS storage area in the basement shall be maintained by the KDADS Procurement Officer/Facility Coordinator and the KDADS Program Oversight Manager. If an employee needs to store records in the KDADS storage area, please contact KDADS Program Oversight Manager at ph. # ext. 67706. For all other requests related to the KDADS storage area, please contact the KDADS Procurement Officer/Facility Coordinator at ph. # ext. 62917.