

Kansas Corporation Commission
Commission Organizational Meeting
January 29, 2015
9:30 a.m. 1st floor hearing room
KCC Offices, 1500 Arrowhead, Topeka, Kansas

MINUTES

The Commission convened a scheduled Organizational meeting of the Commission at 9:30 a.m. on January 29, 2015 in the 1st floor hearing room of the Kansas Corporation Commission, 1500 Arrowhead, Topeka, Kansas.

Present: Chair Albrecht, Commissioner Emler and Commissioner Apple.

The following were brought before the Commission and are attached hereto:

1. Commission Organizational Meeting

The Commissioners thanked staff for attending the meeting and also expressed their deep appreciation of their work for the people of Kansas.

A. Proposed Regulations (attachment A)

Commissioner Apple moved for approval of the proposed regulations with corrections. Commissioner Emler seconded the motion. Commissioner Albrecht concurred. Motion was approved.

B. Proposed Commission By-laws (attachment B)

Commissioner Apple moved for approval of the proposed Commission By-laws with corrections. Commissioner Emler seconded the motion. Commissioner Albrecht concurred. Motion was approved.

C. Agency Employee Policies (attachment C)

The following employee policies were abolished: State of Kansas Policy on Harassment (the Commission revised their own Policy on Harassment thru Management Team and the Litigation Department), 10-02, 10-03, 10-09, 10-10, 11-11. The 28 revised employee policies were brought before the Commission for approval.

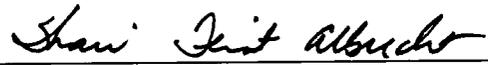
Commissioner Emler moved for approval of the 28 Revised Agency Employee Policies. Commissioner Apple seconded the motion. Commissioner Albrecht concurred. Motion was approved.

There being no further matters before the Commission, the Commission adjourned at 9:57 a.m.

Respectfully submitted,



Neysa Thomas
Acting Secretary



Shari Feist Albrecht, Chair



Jay Scott Emler, Commissioner



Pat Apple, Commissioner

Article 19. Rules of Structure and Organization

82-19-1. Definitions. As used in these regulations, the following definitions shall apply: (a) "Business meeting" means a regularly occurring meeting of the commission where the Commission takes action on docketed matters and other items or issues as appropriate.

(b) "Commission" shall have the same meaning as in K.S.A. 74-601 and amendments thereto.

(c) "Chief of litigation" means the head of the agency's litigation office.

(d) "Director of fiscal services" means the head of the agency's fiscal office.

(e) "Director of human resources" means the head of the agency's human resources office.

(f) "Director of information services" means the head of the agency's information services office.

(g) "Management team" means the collection of positions that report directly to the commission.

(h) "Organizational meeting" means a meeting held by the commission in January of each calendar year to establish the commission's schedule of meetings for the coming twelve-month period, to receive reports pursuant to K.A.R. 82-19-4, and to review such other matters as the commission deems appropriate. (Authorized by K.S.A. 74-616, 74-629 and implementing K.S.A. 74-629, effective P-_____.)

82-19-2. Organization and reporting structure; duties of executive director. (a) The following positions shall report directly to the commission:

(1) the executive director, as created in K.S.A. 74-630 and amendments thereto, or the executive secretary;

(2) the general counsel, as created in K.S.A. 74-630 and amendments thereto;

(3) the chief of litigation;

(4) the director of public affairs and consumer protection, as created in K.S.A. 74-630 and amendments thereto;

(5) the director of the division of transportation, as created in K.S.A. 74-630 and amendments thereto;

(6) the director of the division of conservation, as created in K.S.A. 74-630 and amendments thereto;

(7) the director of the division of utilities, as created in K.S.A. 74-630 and amendments thereto;

(8) the director of the energy office, created pursuant to K.S.A. 74-622;

(8) the director of human resources;

(9) the director of fiscal services; and

(11) the director of information services.

(b) The duties of the executive director shall be limited to functions necessary to aid the commission in the administration and execution of commission business and shall not include creating agency policy. (Authorized by K.S.A. 74-616, K.S.A. 74-629 and implementing K.S.A. 74-629, K.S.A. 74-630; effective P-_____.)

82-19-3. Bylaws of the commission, items included, review. (a) The commission shall adopt bylaws no later than July 1, 2015, which addresses the following:

- (1) the schedule of regular business meetings of the commission;
- (2) commission meeting procedures;
- (3) review of personnel policies;
- (4) review of IT security policies;
- (5) review of building security policies;
- (6) financial and budgetary report to commission;
- (7) detailed organizational hierarchy of commission;
- (8) internal operating matters that require commission approval;
- (9) procedure for amending bylaws; and
- (10) any other items the commission may deem appropriate.

(b) The commission shall review the bylaws annually.

(c) Any proposed changes to bylaws must be circulated among the commission at least one week prior to discussion of the change at a duly called commission meeting. (Authorized by K.S.A. 74-616, 74-629 and implementing K.S.A. 74-629; effective P-_____.)

82-19-4. Policy review and reporting. (a) The director of human resources shall review personnel policies no later than January of each year and provide a report to the commission at the commission's annual organizational meeting.

(b) The director of information services shall review information technology security policies no later than January of each year and provide a report to the commission at the commission's annual organizational meeting.

(c) The director of human resources shall:

(1) review building security policies no later than January of each year and provide a report to the commission at the commission's annual organizational meeting; and

(2) report to the commission any changes in employment status, salary, or job description of any employees of the State Corporation Commission of the State of Kansas.

(d) The director of finance shall provide a finance and budgetary report to the commission on a quarterly basis.

(e) All new policies and proposed amendments to existing policies shall be approved by the commission at a duly-called meeting of the commission. (Authorized by K.S.A. 74-616, 74-629 and implementing K.S.A. 74-629; effective P-_____.)

**BYLAWS
Of
The State Corporation Commission of the State of Kansas**

Preamble

The State Corporation Commission of the State of Kansas is an independent agency managed by three Commissioners who are each appointed by the Governor for a term of four years pursuant to K.S.A. 74-601. It is the duty of the Commission to administer the State Corporation Commission as an agency.

In addition to its administrative role, the State Corporation Commission operates at times in either a quasi-legislative or quasi-judicial role. While the agency or Commissioners execute their respective duties in either a quasi-legislative or quasi-judicial role, attention and care shall be made to ensure that all agency business is conducted in accordance with the Kansas Open Meetings Act, or the Kansas Administrative Procedure Act, when applicable.

Article I

Organizational Structure Authority

Pursuant to K.S.A. 74-629, the State Corporation Commission of the State of Kansas (Commission) is authorized to organize its office as it deems most efficient so long as it is not in conflict with Kansas or Federal law.

Article II

Creation of Bylaws

The Commission hereby establishes bylaws for the internal organization, operation, and governance of certain internal matters of the Commission. These bylaws shall supplement Kansas Statutes and Kansas Administrative Regulations, and shall only be binding upon the Commission itself and its staff.

Article III

Amendments to Bylaws

All amendments to these bylaws must be voted upon by the Commission in a meeting open to the general public. All amendments to these bylaws must be proposed at an open meeting, and be open for discussion for at least one week. At the expiration of one week, the Commission may vote as to whether the proposed amendments shall be adopted. A majority vote is required to create, amend, or repeal any bylaws of the Commission.

Article IV

Organizational Structure of the State Corporation Commission

The organizational structure of the State Corporation Commission of the State of Kansas shall be as follows. The Commission's operations shall be divided into divisions responsible for their respective industries, and non-regulatory support services. The core divisions shall be: transportation, utilities, conservation, and energy. The non-regulatory support services shall be: human resources, public affairs and consumer protection, fiscal, information technology, general counsel, and litigation. The non-regulatory support service divisions shall promote the interests of the core divisions, commissioners, and the Agency as a whole. Within each division, and in accordance with K.S.A. 74-630, there shall be a division director.

Division directors may organize their respective divisions in the most efficient manner as they deem appropriate. Nothing shall prohibit any Commissioner from working or communicating directly with Commission staff.

The Organizational Hierarchy of the State Corporation Commission is illustrated in Appendix 1 to these bylaws.

Article V

Director Reporting

Division Directors and Executive Director shall report directly to the Commission.

Article VI

Action on Personnel Matters

Matters relating to the employment of any employee who reports directly to the Commission as provided in Article V above, including hiring and termination, may only be made by the Commission, as defined in K.A.R. 82-19-1(a), at a duly called Commission Meeting. However, the Chair of the Commission shall have the authority to place someone on administrative leave, pursuant to K.A.R. 1-2-74. The Chair of the Commission may authorize changes in salary and/or job description upon consultation and discussion with the other two Commissioners at a duly called Commission Meeting. The Director of Human Resources shall notify all Commissioners of any changes in salary and/or job description for all Corporation Commission employees. Nothing in these bylaws shall limit or restrict the Commission's ability to address employment matters.

Article VII

Vehicles for Agency Use

The Director of Finance shall report to the Commission on the status of the Commission's vehicle fleet at or prior to the organizational meeting each January. Authorization for specific vehicle purchases/replacements, which deviate from the approved budget or constitute special situations, shall be given only by Commission action at a Business Meeting.

Article VIII

Commission Use of Outside Entities and Agencies

At its discretion and upon motion and vote in a meeting open to the public, the Commission may contract with the Kansas Office of Administrative Hearings pursuant to the Kansas Administrative Procedures Act.

Article IX

Organization and Planning of Commission Schedule

In January of each calendar year, the Commission shall hold an organizational meeting. During this meeting, the Commission shall: (1) determine and announce its planned schedule of Commission Meetings for the following 12 month period, and (2) review internal policies as prescribed by Article X of these bylaws. Business Meetings shall be conducted in accordance with K.A.R. 82-1-208(b) and shall occur every Tuesday and Thursday at a uniformly set time unless otherwise determined by the Commission. In June of each calendar year, the Commission shall revisit their planned meetings for the remainder of the calendar year, and make any revisions as the Commission deems appropriate. Nothing herein shall limit the Commission's ability or authority to amend its meeting schedule as it deems necessary throughout the year.

Article X

The Executive Director (Secretary) of the Commission

The Executive Director shall aid the Commission in the administration and execution of Commission business. The Executive Director shall not use this authority to create Commission policy or interfere with communications between the Commission and Directors of Commission Divisions or Management Team. The Executive Director shall faithfully carry out any other functions as prescribed by law or regulation.

Specifically, the Executive Director shall perform such duties and exercise powers as are delegated by the Commission in accordance with K.S.A. 74-629; serve as the secretary to the Commission in accordance with K.S.A. 74-630; sign and approve certain motor carrier certificates pursuant to K.S.A. 66-1,114b; receive communication, confidential information, and requests for confidential information on behalf of the Commission in

accordance with K.A.R. 82-1-206 and K.A.R. 82-1-221a; receive filings made with the Commission in accordance with K.A.R. 82-1-215; assign docket numbers and captions in accordance with K.A.R. 82-1-219; bear the official signature of the Commission pursuant to K.A.R. 82-1-232; receive notice of termination relevant to gas gathering systems on behalf of the Commission in accordance with K.A.R. 82-3-804; submit a copy of distribution system incident reports to the United States Department of Transportation in accordance with K.A.R. 82-11-5; and receive applications for Video Service Authorization certificates on behalf of the Commission in accordance with K.A.R. 82-15-1.

In the absence of the position Executive Director being filled, these duties may be fulfilled by the Secretary of the Commission or other personnel as authorized by the Commission.

Article XI

Policy Review

At or before the Commission's January organizational meeting, the Commission shall conduct an annual review of the following policies: Personnel, I.T. Security, and Building Security. Directors of the Divisions affected by any such review shall prepare all appropriate materials to apprise the Commission on matters that should be addressed or explored in current Commission policies. Any department that maintains a policy where an annual review is required shall submit to the Commission quarterly any material updates as required by such policies. The Director of Finance shall prepare a quarterly report to the Commission on matters related to its division. Any changes to internal Commission policy must be adopted by the Commission in these bylaws, and administrative regulations if necessary.

Article XII

Commission Meetings

Unless otherwise directed by the Commission the following meetings shall occur weekly on the following days:

1. Business Meetings – Tuesday and Thursday
2. Work Study Sessions – Tuesday
3. Administrative Meetings – Thursday

Deadlines to request items be placed on the agenda of Commission Business Meetings and/or to submit proposed orders for consideration at Commission Business Meetings shall be as follows:

Tuesday Business Meetings: The deadline for the Tuesday Business Meeting shall be 4:00 p.m. of the immediately preceding Thursday.

Thursday Business Meetings: The deadline for the Thursday Business Meeting shall be 4:00 p.m. of the immediately preceding Monday.

The deadline to submit a request for an item to be scheduled for a Work Study Session shall be 4:00 p.m. of the immediately preceding Thursday.

Additional Commission Meetings for the purpose of facilitating discussion between the Commission and its Staff may be called by the Commission on an intermittent or recurring basis as necessary.

The Commission may call a meeting, other than a regularly scheduled Business Meeting, to discuss and take action on a particular item(s) before the Commission so long as twenty four hours' public notice is provided. Such a meeting may be called unilaterally by the Chair of the Commission, or by a majority vote of the Commission.

The Commission may call an emergency meeting to discuss and take action upon serious or imminent threats to entities or interests under the Commission's jurisdiction, or any other matters where time is of the essence. In the event an emergency meeting is called, the Commission shall strive to provide three hours' public notice; however if that is not practicable, the Commission shall provide reasonable notice in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 through 75-4320a and amendments thereto.

The Commission may cancel any previously scheduled meeting at any time prior to the meeting. The Commission may adjust the time of a specific meeting, regardless of the type of meeting, so long as reasonable public notice is provided and any adjustment is limited to unique circumstances and evaluated on a case-by-case basis.

Any meeting outlined above shall be conducted in accordance with the Kansas Open Meetings Act, K.S.A. 75-4317 *et seq.*

Article XIII

Commission Meeting Rules

1. All Commission meetings, regardless of the type of meeting, shall be called to order by the Chair of the Commission, or designee of the Chair should the Chair be unavailable, either present in person or by telephone.
2. While the Commission conducts a meeting, Robert's Rules of Order Newly Revised, 11th Edition, shall be used as the procedural governing framework unless otherwise prohibited by law.
3. A vote by the Commission and approval from a majority of Commissioner's shall be required to adjourn a Commission meeting.
4. The process by which business is conducted in front of the Commission at a meeting may be suspended or amended at such meeting. Any suspension or amendment of these rules shall be limited in duration to the meeting in which the rules are suspended or amended.

5. The order of business for a Commission Business Meeting shall be as follows:
 - a. Chair or Designee Convenes the Meeting
 - b. Items
 - c. Motion to Adjourn
6. The order of business for a Commission Meeting, other than a regularly scheduled Business Meeting, shall be as follows:
 - a. Chair or Designee Convenes the Meeting
 - b. Items
 - c. Motion to Adjourn
7. The order of business for a Commission Emergency Meeting shall be as follows:
 - a. Chair or Designee Convenes the Meeting
 - b. Items
 - c. Motion to Adjourn
8. Motions. Upon a motion and a second, the Chair will ask for discussion. After discussion, the Chair will call for the vote. If the motion is approved with a vote opposed, the Chair will ask the Commissioner casting the opposing vote, "Does the Commissioner desire to have the 'no' vote recorded in the minutes?"

State of Kansas Social Media Policy

February 18, 2013

1. Purpose

The purpose of this policy is to establish standards for the use of social media for agencies of the State of Kansas and for employees of the Executive Branch of state government. The use of social media by State agencies and their employees for business purposes can facilitate information sharing and serve outreach and communication goals. Social networking can improve interactivity between State agencies and the public, and reach populations that favor social media over traditional media.

2. Definition

Social media is defined as internet sites where individuals and organizations may share information and/or engage in conversations with others in a public setting which include, but are not limited to, sites such as Facebook, Flickr, Twitter, YouTube, blogs, podcasts and RSS.

3. Policy

Official State Use

State of Kansas agencies that choose to enhance their communications strategies by utilizing social media in carrying out their functions/missions must do so in ways that maintain good order and discipline, network security, comply with public records retention legal requirements and ensure consistency with State and agency media standards. Agency public information officers and communications directors are charged with administering the use of social media by the State agencies in which they are employed.

Material that is inappropriate for public release shall not be posted nor shall personal opinions or editorial comment. Responses shall not be made to hate speech, non-sequiturs (i.e., sarcastic comments) or issues that do not deal with agency missions. Information should not be released via social media unless it has been verified as factual and been approved for release following agency protocol.

Information will be posted on each social media site regarding under what circumstances a post may be removed from the site as follows:

- (1) Comments not topically related to the site;
- (2) Profane or inappropriate language;
- (3) Sexual content or links to sexual content;
- (4) Solicitations of commerce;
- (5) Conduct or encouragement of illegal activity;

- (6) Information that may compromise the safety or security of the public, public systems, the State of Kansas, its agencies, officers, employees or public officials;
- (7) Content that violates legal ownership interest of any party;
- (8) Content that holds the State of Kansas, its agencies, officers, employees, or public officials in false light; or
- (9) Information that violates operational security or is protected by law.

The above list shall not be deemed to be all-inclusive and the State of Kansas reserves the right to add additional criterion.

Updating or posting to State agency social media sites by employees as part of the employee's official duties must be done with the knowledge and approval of the employee's supervisor and with adherence to agency policies, codes of conduct, directives, rules, regulations and statutes.

Any social media account created for official use by the State of Kansas, its agencies, officers, employees, or public officials shall be the property of the State of Kansas, and not the intellectual or personal property of the officer, employee or public official who creates, administers or maintains said account. Any user identification and password information for social media accounts must be provided to the agency appointing authority upon the creation and/or modification of said information and passwords used for social media accounts must comply with State Information Technology Executive Council (ITEC) requirements to the extent they are enabled by the social media company in question.

Use by Employees

Employees may have personal social media sites, but these may not be represented as official State agency sites, and may not be used during work hours unless approved by the employee's supervisor and agency appointing authority. In all cases, employee use of social media during work hours shall not interfere with work duties.

All employees are personally responsible for the information they communicate online. Employees should ensure that their social media activities do not interfere or conflict with their job or commitments to the State of Kansas, the agency in which they are employed, or the customers of the agency. To the extent permissible by law, employees waive their right of privacy for any information stored or transmitted on State-owned or -leased equipment.

When an employee's non-work related social media activities include any information related to their employment with the State of Kansas or the specific agency in which the employee works, the employee must make it clear that the views expressed are the employee's alone and do not reflect the views of the State of Kansas or the agency in which the employee is employed, by stating, for example, "*The views expressed in this post are my own. They have not been reviewed or approved by (insert agency) or the State of Kansas.*"

The application of this rule should not be construed to infringe on any person's rights of expression which are guaranteed by law, each case will be given careful review prior to having any personnel actions taken.

4. Agency-Specific Policies

Any State agency may enact an agency-specific social media policy with provisions more stringent than this statewide policy for law enforcement staff or because of specific public safety or security reasons. Any such agency-specific social media policy must be reviewed and approved by the Department of Administration and the Office of Information Technology Services prior to implementation.

Agencies wishing to implement such agency-specific policies should submit a draft of the policy to Kraig Knowlton, Director of the Office of Human Resources, Department of Administration, by email at Kraig.Knowlton@da.ks.gov.

5. Contact

For information or guidance regarding this policy please contact Anthony Schlinsog, Chief Information Technology Officer, Office of Information Technology Services, by email at Anthony.Schlinsog@ks.gov or by phone at 785-296-3463.

STATE OF KANSAS

Social Media Policy

UNDERSTANDING & ACCEPTANCE OF POLICY

I have received/or had an opportunity to review a copy of the State of Kansas Social Media Policy.

I have read the policy in its entirety and have been provided with the opportunity to ask questions about it.

I fully understand this policy and my responsibility to seek clarification from my supervisor or HR staff if at any time I am unclear about the policy's requirements.

I fully understand that failure to comply with this policy could result in disciplinary action, up to and including dismissal.

Employee's Printed Name

Employee's Signature

Date

Supervisor's Printed Name

Supervisor's Signature

Date

STATE OF KANSAS

WORKPLACE VIOLENCE POLICY

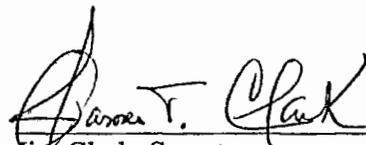
The safety and security of State of Kansas employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on state-owned or leased property may be removed from the premises pending the outcome of an investigation. Threats, threatening behavior, or other acts of violence executed off state-owned or leased property but directed at state employees or members of the public while conducting official state business, is a violation of this policy. Off-site threats include but are not limited to threats made via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. In addition, if the source of such inappropriate behavior is a member of the public, the response may also include barring the person(s) from state-owned or leased premises, termination of business relationships with that individual, and/or prosecution of the person(s) involved.

Employees are responsible for notifying the agency's Personnel Office of any threats which they have witnessed, received, or have been told that another person has witnessed or received. Employees should also report any behavior they have witnessed which they regard as threatening or violent when that behavior is job related or might be carried out on state-owned or leased property or in connection with state employment.

Each employee who receives a protective or restraining order which lists state-owned or leased premises as a protected area is required to provide the Personnel Office with a copy of such order.



Jim Clark, Secretary
Department of Administration

11/6/13

Date

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Political Activity and Public Expressions of Private Beliefs
Policy Number: 01-18

Page 1 of 2

Approved by: The Commission

Effective Date: January 2015

Policy:

- To allow the appropriate free exercise of First Amendment rights by KCC employees, and yet ensure that such activities by KCC employees do not improperly interfere with KCC business, or involve inappropriate uses of KCC property, time, or position to further privately held political beliefs.
- To establish consistent public positions of the agency and to distinguish between agency positions and the private beliefs of agency employees.

Procedure:

All Employees may exercise their First Amendment rights of free speech and association, and may engage in partisan political activities. Employees are free to take part in any political activity at their own expense and on their own time. Generally, the KCC does not prohibit the right to participate in the political process.

1. Under no circumstances should KCC time, supplies, equipment, resources, employees or staff be used for the purpose of any political activity.
2. An employee may not use their official KCC email account, cell phone or other information systems in connection with any political activity.
3. Petitions of a political nature may not be circulated or signed during work hours or on Commission premises.
4. While on KCC premises or during working hours for the agency, KCC employees may not display campaign material of any kind, whether for a particular candidate or issues, nor may employees solicit contributions of any kind for any political candidate, cause or activity, nor solicit contributions from any entity (or any employee thereof) regulated by the KCC. This exclusion does not apply to bumper stickers on personal vehicles.
5. Classified employees, subject to K.S.A. 75-2953:
 - a. May not directly or indirectly use their authority or influence to compel any other employee to apply for membership in or become a member of any organization, or to take part in any political activity of any kind; or
 - b. Are required to resign from state service upon filing as a candidate for public office when such election is conducted on a partisan basis.

6. No Commission employee may issue or otherwise make a public statement on behalf of the Commission, concerning the business of the Commission, unless specifically assigned or authorized to do so by the Chair, Commissioners, their supervisor, Division Director or General Counsel.
 - ◆ For purposes of this policy, a public statement means one made (a) to any member of the press, (b) in a public gathering or to group of individuals in a setting other than one that is purely social, (c) to any individual member of the general public who is not a personal friend or relative of the employee.
7. No employee may use any non-public KCC written directive, file or internal memorandum for personal or private purposes of any kind; nor for such personal or private purposes may an employee use non-public information stemming from work produced by any other KCC employee.
8. If an employee has an opinion, question, concern or viewpoint that the employee knows or should know differs from that of the Commission or a supervisor, and if the matter does not concern one which is otherwise provided for by Commission policies on specific topics, they may express it, but shall do so through established channels, as follows:
 - a. The matter may be brought directly to the employee's supervisor, or to a member of the Commission. If the matter cannot be resolved in an informal manner, it should be directed in writing to the Commission Chair. A written response, speaking to the issue will then be issued by the Chair.
 - b. Any employee may contact a legislator concerning state government or commission policy. However, in making any contact not specifically authorized by the Commission, the employee must make it clear that they are speaking for themselves as a private individual and are not speaking or acting on behalf of the Commission, and must take annual or discretionary leave in order to testify or lobby or work on one side of a partisan political campaign or issue.
 - c. If an employee is contacted directly by a public official or a member of the press regarding Commission business, that employee should decline comment on behalf of the Commission and refer the contact to a Commissioner or to the director of Public Affairs.

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Gifts, including of meals and travel, to KCC employees and officers; actions triggering duty to file statement of substantial interest with Secretary of State.

Policy Number: 10-01

Page 1 of 3

Approved by: The Commission

Effective Date: January 2015

Purpose:

To prohibit all agency personnel from soliciting or accepting meals, gifts, entertainment, and travel with a few exceptions (K.S.A.46-237a) and a duty to report in certain instances.

Applicability:

This policy applies to all employees of the KCC.

Policy:

Kansas law prohibits any KCC employee from accepting or requesting meals, gifts, entertainment, and travel with a few exceptions (K.S.A.46-237a):

As a general rule, you are prohibited from soliciting or accepting a free or discounted meal, the value of which exceeds \$25.00, from a source outside state government.

Exceptions to the meal rule are:

1. Meals motivated by a personal or family relationship.
2. Beverages and snack foods not offered as part of a meal.
3. Meals provided at public events which you attend in your state capacity.
4. Meals provided to you when it is obvious the meal is not being provided because of your state position.
5. Meals provided at the time you make a speech you provide in your state capacity.
6. Meals provided to you at an event or meeting when your attendance at that event or meeting serves a legitimate state interest and your agency authorizes your attendance.

As a state employee, you are prohibited from soliciting or accepting any gift because of your official position. This includes, but is not limited to speaker's gifts, pens, key chains, mugs, and flowers.

You may not designate a friend, family member, or entity (for example, a charity) to receive a gift that you cannot receive.

Exceptions to the gift rule are:

1. Gifts valued at less than \$40 given at ceremonies or public functions when attended in your capacity as a state employee.
2. Gifts from relatives or personal friends.
3. Gifts accepted on behalf of the state that become the property of the state.

You are prohibited from accepting gifts in the form of entertainment. Entertainment includes free or discounted tickets or passes to events such as plays, concerts, games, golf, hunting, fishing, and other recreational activities.

You may not receive discounted or complimentary registration fees to attend conferences and seminars from any person or company because of your official position unless your agency would be willing to pay for the registration fee.

You may not accept travel and/or lodging provided to you because of your official position by any person or company. An exception to this travel expense rule exists when the state agency would be willing to pay your expenses for travel, lodging, and related expenses.

YOU CAN:

The following can be accepted without violating the law:

- Gifts given to you by someone based on a personal relationship totally unrelated to your state duties.
- Intra-office gift exchanges, gifts for boss's day, secretary's day, etc.
- Soft drinks, coffee, or snack foods not offered as part of a meal.
- Plaques or awards with a value of less than \$40 presented in recognition of service to the community, etc., when presented at a ceremony or public function.
- Prizes given in truly random drawings.
- Rebates, discounts or promotional items available to any citizen or to all state employees.

Violations of this statute serve as a basis for discipline up to and including termination, and also invoke the potential imposition of a civil fine of up to \$5,000 for a first violation and greater amounts for subsequent violations.

It should further be noted that K.S.A. 46-237 is applicable to KCC employees and contains prohibitions similar to those that can be found at K.S.A. 46-237a. This statute should be consulted in connection with acceptance of a gift having an aggregate value of \$40 or more in a calendar year, hospitality having an aggregate value of \$100 or more in a calendar year, and payment of honoraria for speaking; the latter being specifically prohibited at K.S.A. 46-237 (f).

Finally, it should be noted pursuant to K.S.A. 46-229:

DUTY TO REPORT:

(e) If an individual or an individual's spouse has received in the preceding 12 months, gifts' having an aggregate value of \$500 or more from any person, the individual has a substantial interest in the person. If a gift is received for which the value is unknown, the individual shall be deemed to have a substantial interest in the donor. A substantial interest does not exist by reason of (1) the gift occurs as a result of death of donor; (2) gift is from spouse, parent, grandparent, sibling, aunt or uncle; or (3) acting as a trustee of a trust for the benefit of another.

Pursuant to K.S.A. 46-248, substantial interests must be annually reported on a form supplied by the State Ethics Commission, filed with the Secretary of State.

Note: all authorities have been quoted in pertinent part; if you have questions you should read the applicable statutes or their sections in their entirety. If an officer or employee has questions about whether to accept a gift, that officer or employee should decline any gift until after they have contacted and conferred with their supervisor or the designated attorney in the KCC Litigation Division.

Authority: K.S.A. 46-237a, K.S.A. 46-229(c), K.S.A. 46-248; 2007 House Bill 2080; State of Kansas Governmental Ethics Commission Opinion No. 2008-04; the KCC's open meeting action of February 27, 2008.

Originated: May 17, 2010

Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Employee Moving Expense Reimbursement
Policy Number: 10-04

Page 1 of 2

Approved by: The Commission

Effective Date: January 2015

Purpose:

To identify moving expense items that may be reimbursable to an employee who is transferred or is a newly hired employee. Also, to inform the applicant on the tax status of these payments and the documentation and procedures needed to process these payments.

Policy:

Supervisors and Division Directors shall not obligate the KCC to reimburse for an employee's moving expenses before gaining necessary approval from the Chairman. The KCC may pay all or part of reimbursable relocation or moving expenses considered necessary and appropriate by the Chairman. Such decisions are always contingent upon available funding. The KCC is not required to reimburse any relocation or moving expenses.

This policy is intended to comply and conform with the procedures set by the Department of Administration, Division of Accounts and Reports. These procedures are subject to periodic modification. Consequently, the Department of Administration policies and procedures will always govern should disputes regarding implementation arise.

Guidelines:

1. The KCC may reimburse an employee for relocation and moving expenses in the following situations:
 - a. When an employee is transferred to a new official station that is at least 25 miles from the old official station and the transfer is made for the benefit of the agency. Moving and relocation expenses shall not be paid if the transfer is primarily for the convenience or benefit of the employee or is made at the employee's request.
 - b. When a new employee is hired for a position that requires professional, technical, managerial, or unusual qualifications. Reimbursement of relocation and moving expenses for new hires from out-of-state requires the advance written approval of the Governor.
 - c. When an employee who was previously separated from service due to a reduction in force or transfer of function is re-employed in a non-temporary position in a different geographical location within one year of the separation.

2. Relocation Assistance: An employee may be reimbursed for subsistence and mileage expenses. Subsistence may be paid at the current rates authorized for state employees or a lesser amount. However, no subsistence shall be paid if the travel occurs within 30 miles of the employees' official station. Specific circumstances where these costs may be reimbursed are set out in considerable detail in the Department of Administration, Division of Accounts and Reports Policy and Procedure Manual. Additional information and guidance regarding criteria for reimbursement can be obtained from the Fiscal Office. Such assistance must be sought in advance of any commitments to reimburse.
3. Moving Expenses: The agency will reimburse **only** the employee. There is no provision for reimbursement of a third-party beneficiary such as a professional mover, or friends of the moved party whom the employee wishes to pay.

Again, criteria for reimbursement are set out in considerable detail in the Department of Administration, Division of Accounts and Reports Policy and Procedure Manual. The policy addresses, among other things, reimbursement for household and personal effects, bid requirements and documentation, reimbursement for the transport of mobile dwelling units, and reimbursement for self-moves.

4. Written Agreement Required: Moving and relocation expense may be paid only after the employee agrees **in writing** to remain with the KCC for 12 months from the date of transfer or appointment, unless separated for reasons beyond the employee's control. The moving expense agreement, DA-22 form, will be sent with the letter of acceptance. If the employee violates the agreement, the money spent by the KCC for all moving and relocation expenses are recoverable from the employee as a debt to the State. **The KCC is responsible for maintaining the signed agreement and for collecting all amounts reimbursed to the employee in the event of an employee's early termination.**
5. Taxability of Reimbursement Moving Expenses: All expenses are included in gross income and will result in reportable income for federal tax purposes.

Procedures:

1. The Division Director will submit the request to the Human Resources Director. The Human Resources Director will coordinate with the Chief Fiscal Officer and the Chairman for the Chairman's approval.
2. The Chief Fiscal Officer will notify the Division Director of the Chairman's approval/denial.

Authority: K.S.A. 75-3225 and 75-3701 et seq, K.A.R. 1-16-2a, 1-16-2b, 1-16-2c

Originated: May 17, 2010
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Excused Leave
Policy Number: 10-05

Approved by: The Commission

Effective Date: January 2015

Purpose:

To provide a uniform policy on the granting of excused leave.

Policy:

Excused leave may be granted, at agency discretion, to allow regular employees to participate in business-related activities and/or community service which benefit the agency, morale building activities, and to provide an incentive mechanism which will assist the agency in its efforts to attract and retain a qualified and productive work force.

Procedures:

1. Excused leave may be granted for the following reasons:
 - Attend professional accreditation exams and other state related business
 - Attend the funeral of a KCC employee or close relative of a KCC employee (refer to the Funeral Leave policy, for definition of "close relative")
 - Attend an authorized, job-related accredited college or university course for credit (limited to three hours weekly)
 - Participate in activities deemed to have a positive impact on employee morale
 - Interview for a position in State Service (three hour maximum and not to exceed three times in a 12 - month period)
2. The employee shall submit a written request for excused leave at least 24 hours prior to commencement of the leave to his/her immediate supervisor. The immediate supervisor will forward the request to the Division Director. A copy of the request and Division Director approval/denial will be forwarded to the Human Resources Office.
3. A request for excused leave may be approved only if it does not interfere with KCC productivity.

Originated: May 17, 2010
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Funeral Leave
Policy Number: 10-06

Approved by: The Commission

Effective Date: January 2015

Purpose:

To provide a uniform policy on the use of funeral leave.

Policy:

Funeral leave with pay, not to exceed six working days, may be granted to an eligible employee upon the death of a close relative. The employee's relationship to the deceased and necessary travel time will be considered when determining leave duration.

Guidelines:

- An eligible employee is defined as an employee in a regular position.
- A close relative is defined as a "spouse, child, parent, sibling, grandparent, grandchild, daughter-in-law, son-in-law, parent in-law, brother in-law, sister in-law, foster child, foster parent, step child or any relative residing in the employee's household."
- Under special circumstances, funeral leave may be granted for a relative not included in the definition of a close relative.

Procedures:

1. The employee will request funeral leave to his/her immediate supervisor. This request will include identification of the relationship between the deceased relative and the employee.
2. Employee will report funeral leave taken on timesheet for approval by supervisor.

Reference K.A.R. 1-9-12

Originated: June 28, 2010
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Holiday Time for Exempt Employees
Policy Number: 10-07

Approved by: The Commission Effective Date: January 2015

Purpose:

To establish a standard holiday work policy for all exempt employees.

Policy:

Exempt employees who are required to work on a legal holiday will receive time off for the number of hours worked at a straight-time (hour for hour) rate.

Guidelines:

1. Supervisors are expected to anticipate needs that affect staffing requirements and to obtain advance approval for an exempt employee to work on a holiday from both their respective Division Director and the Human Resource Director.
2. Exempt employees that work on a holiday and receive time off for the number of hours worked at a straight-time rate in less than four or eight-hour blocks will receive compensatory time credit for the hours worked at the straight time rate.
3. The Human Resources Office must be notified when an exempt employee works on a holiday. This notification must be received during the week following the holiday to ensure proper holiday compensatory time credit.

Reference K.A.R. 1-9-2

Originated: June 28, 2010
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Inclement Weather
Policy Number: 10-08

Page 1 of 2

Approved by: The Commission

Effective Date: January 2015

The Kansas Corporation Commission (KCC) has offices located in the following cities: Topeka, Wichita, Chanute, Dodge City, and Hays. The following Inclement Weather policy will apply to all offices of the KCC. Designation as "essential" will be "required" employees and "non-essential" as "not required" in the events determined below.

DECLARATION OF INCLEMENT WEATHER

1. In the event of inclement weather, the Governor may issue a Declaration of Inclement Weather for the entire state, or for one or more geographic areas of the state. The Governor or the Governor's designee has the sole authority to issue a Declaration of Inclement Weather for Shawnee County.
2. In the event of a Declaration of Inclement Weather, the KCC will close for "not required" state employees during the period of Inclement Weather. Benefits-eligible employees, who are scheduled to work on the day inclement weather is declared, shall be placed on Inclement Weather Leave.

INCLEMENT WEATHER PLAN

1. The following procedures will occur in the event of inclement weather:
 - In Shawnee County a Declaration of Inclement Weather will be issued by the Governor's Office to employees via the local news media. It will also be posted on the Employee Self Service website.
 - In Wichita, one of the Commissioners, Conservation Division Director, or Conservation Deputy Director, will make a determination of whether inclement weather necessitates the closing of the Conservation Central and District Offices. If this determination is made they will immediately notify one of the Commissioners as well as the Governor's Office. Contact the Governor's Chief of Staff at 785.368.7097 or Chief Counsel at 785.368.8767.
 - In Chanute, Dodge City, or Hays the District Supervisor will first attempt to contact the Conservation Division Director or Deputy Director. If this is not possible the District Supervisor will contact one of the Commissioners. Based upon the information provided the person contacted will make a determination of whether inclement weather necessitates the closing of a KCC District Office(s). If this determination is made the Conservation Division Director or Deputy Director will immediately notify the Governor's Office.

2. Employees designated as required personnel that shall be required to report to work are:
 - Topeka: Building Manager
 - Wichita: Division Director and Deputy Director
 - District Offices: will leave the answering service on; which lists the contact numbers
3. For the purposes of notifying the public in the event of a Declaration of Inclement Weather, the Information Technology Office will place a notice on the KCC Website providing such information.

TIME AND LEAVE

1. Employees should record paid leave covered by this policy using the Inclement Weather Leave earnings code, IWN.
2. Those employees who work during a Declaration of Inclement Weather will receive compensation at the same rate of pay the employee would have received had there not been a Declaration of Inclement Weather.
3. Employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather will not be affected by the provisions of this policy.

NO DECLARATION OF INCLEMENT WEATHER ISSUED

1. If any employee determines they cannot report to work due to weather conditions and a Declaration of Inclement Weather has not been issued, they should follow the normal policy for reporting their absence.
2. Employees not reporting to work, reporting to work late, or leaving early due to weather when a Declaration of Inclement Weather has not been declared will be expected to use vacation leave, accrued compensatory time, accrued holiday compensatory time, a discretionary holiday, or leave without pay. At the discretion of the agency, employees may make up missed work time within the workweek. This policy does not affect the requirement that exempt employees must report leave in half or full-day increments.

Originated: June 28, 2010

Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Infants at Work
Policy Number: 11-01

Page 1 of 4

Approved by: The Commission

Effective Date: January 2015

Purpose:

To provide an established procedure in reviewing and approving requests to participate in the Infant-At-Work program, which allows a KCC employee to bring their infant to work for a maximum of the first 180 days of the child's life.

Policy:

Full-time, regular employees are eligible to participate in the Infant-at-Work program whether custody of the infant is by birth to the employee, adoption or legal guardianship.

Guidelines:

A. Eligibility

1. Parents. KCC full-time employees who are new mothers, fathers or legal guardians are eligible to participate in the Program whether custody of the infant is by birth to the employee, adoption or legal guardianship. In this policy the parent will refer to the parent or legal guardian of the infant. Grandparents, brothers/sisters, aunts/uncles and other family members are excluded unless they are the legal guardians.
2. Infants. Infants of KCC full-time employees are eligible for a maximum of the first 180 days of the infant's life. The program is designed to accommodate an individual parent's participation with a single infant. Multiple births will be evaluated on a case-by-case basis.
3. Evaluation. Each parent shall evaluate their position and duties to determine if their daily responsibilities meet the guidelines set forth by this policy.
4. Approval. Final approval of the Individual Care Plan and eligibility will be made by the supervisor and Human Resource Director. If a Division Director, Approval will be needed by Chair and Human Resource Director.

B. Location in the Workplace

1. Work Station. Each parent shall make their workstation suitable for the new infant. The new infant shall be located primarily at the parent's workstation during the workday. Each parent will provide the necessary furniture and equipment suitable for the infant's needs.

2. Sitting Room. In the event an infant becomes fussy, the parent shall take the infant to a designated sitting room until the infant becomes quieter. Refer to Attachment A for available sitting rooms.
3. Home. In the event an infant becomes sick, or is fussy for a prolonged period of time, causing a distraction in the workplace or preventing the parent from accomplishing work, the parent will take the infant home or to a backup day care provider or the designated outside alternate care provider/day care and will use accumulated leave for any resulting absences from work.
4. Illness. A sick infant shall not be brought to work. The Center for Disease Control's Recommendation for Inclusion or Exclusion of children from out-of-home child care settings are attached hereto as Attachment B and are hereby adopted by the KCC as a means for determining whether an infant is sick.
5. Nursing. Nursing mothers will not feed their infants in view of the public or coworkers.

C. Alternative Care Provider

1. Each parent shall designate two alternative care providers in the workplace. The alternative care providers will be employees who voluntarily agree to care for the infant in the event the parent is unavailable due to attendance at a meeting, participating in a telephone conference call, or a similar work responsibility. It may be useful if at least one of the alternative care providers is located outside the immediate work unit. By doing this, if the parents work unit has a meeting someone who would not be involved would be able to care for the child.
2. The alternative care provider may not simultaneously participate as a parent bringing his or her infant to work or as an alternative care provider for more than one parent.
3. Each work place alternative care provider must acknowledge that he or she has agreed to serve in that role by signing a Work Place Alternative Care Provider Agreement setting forth the alternative care provider's duties and responsibilities. A Work Place Alternative Care Provider Agreement form is attached hereto as Attachment C-1.
4. If a parent is unable to care for the infant due to attendance at a meeting, participation in a telephone conference call or a similar work responsibility, the parent will notify an alternative care provider and place the infant in the provider's care temporarily.
5. If the parent is going to be unavailable for a period exceeding 1.5 hours within a 4-hour period, the parent is required to make arrangements for the infant's care outside the KCC. The parent is responsible for their schedule and an alternative

care provider in the workplace shall not be required to care for an infant for a period exceeding 1.5 hours within a 4-hour period. There may be times that meetings take longer than expected or unscheduled last minute meetings are necessary. If a parent consistently has unexpected scheduling issues, they may become ineligible for the Infant at Work program.

D. Individual Care Plan

1. Each participating parent must complete and sign an Individual Care Plan setting forth an individualized care plan for the infant, which must be submitted to the parent's supervisor and division director for review and signature. The Individual Care Plan Attachment E shall include:
 - a. days and times the infant will be present in the workplace;
 - b. names and schedules of the parent's alternative care providers Attachment C-1 & C-2;
 - c. contact information for emergencies Attachment D
 - d. date the infant will begin the Program;
 - e. tentative date the infant will end the Program;
 - f. program agreement/consent and waiver Attachment F.
2. Upon review and signature of an Individual Care Plan by the parent's supervisor and division director, the plan shall be submitted to the Director of Human Resources for final approval.
3. Any modifications to the Individual Care Plan shall be reviewed and approved as stated in items 1 and 2 of section D. Individual Care Plan.

E. Grievance Procedures

1. Any complaints regarding distractions or productivity issues regarding a Program participant shall be made in writing or sent via e-mail identifying the person(s) making the complaint, and submitted to the Human Resources Director for investigation.
2. Upon completion of the investigation, the Human Resources Director shall make a formal written recommendation to the Chairman. The recommendation options include:
 - a. Terminate the parent's Program eligibility, thus requiring the parent to remove the infant from the workplace;
 - b. Modify the parent's Individual Care Plan to resolve the complaint; or
 - c. Find no basis for the complaint.
3. There is no right to further review or appeal of the final ruling.

F. Termination of Eligibility

1. A parent's eligibility to participate in the Program will be terminated when:

- a. The infant becomes 180 days old;
 - b. The infant becomes mobile and confining them to the parent's workstation becomes too difficult;
 - c. The parent is no longer employed in a full-time position with the KCC; and/or
 - d. A final ruling is made pursuant to the Grievance Procedures, set forth in Section F - Grievance Procedures, terminating the eligibility of a parent.
2. If the parent's eligibility is terminated pursuant to Section E - Grievance Procedures, the Human Resources Director shall notify the parent in writing of the final ruling and the parent shall remove the infant from the workplace within two weeks from receiving such notice.
 3. The KCC reserves the right to terminate a participant's eligibility or the Program in part or in its entirety, with or without cause, requiring the parent to remove his or her infant from the workplace immediately.

Originated: April 18, 2011

Updated: January 2015

Attachment A – Sitting Room Location and Availability:

1. Topeka. There is a small conference room on each floor. These conference rooms may be used as a sitting room for the purpose of nursing, feeding or quieting a fussy/noisy infant.
2. Wichita. See Director to make specific arrangements.
3. District offices will identify a room to be used.
4. Each sitting room will have a lock on the door and a means to cover any windows in the door or room. A chair will also be available in each room.

Attachment B – Center of Disease Control Recommendations for Inclusions or Exclusions

Mild illness is very common among children, and most children should not be excluded from their usual source of care for common respiratory and gastrointestinal illnesses of mild severity. Infectious disease prevention and control strategies are often influenced by the fact that asymptotically infected persons can transmit certain infectious microorganisms to others. Parents of children in childcare and adult child caregivers should be educated as to the infectious disease risks of childcare. Much illness risk can be reduced by following common-sense hygienic practices.

Exclusion of children from out-of-home child care settings has been recommended for illnesses known to be transmitted among, by and to children when exclusion of the child or adult has a potential for reducing the likelihood of secondary cases. Exclusion has also been recommended in cases of serious illness for which a hypothetical risk of transmission exists but for which data at present are insufficient to quantify the risk. In many situations, the expertise of the program's medical consultant and the responsible local and state public health authorities are helpful in determining the benefits and risks of excluding children from their usual care program.

Child and care-giver specific exclusion policies reflect the present state of knowledge. Children need not be excluded for minor illness unless any of the following exists:

- The illness prevents the child from participating comfortably in program activities.
- The illness results in a greater care need that the childcare staff can provide without compromising the health and safety of the other children.
- The child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficult breathing, or other signs of possible severe illness.
- Diarrhea (defined as an increased number of stools compared with the child's normal pattern, with increased stool water and/or decreased form) that is not contained in diapers or toilet use.
- Vomiting two or more times in a previous 24 hours unless the vomiting is determined to be due to a non-communicable condition and the child is not in danger of dehydration.
- Mouth sores associated with an inability of the child to control his/her saliva, unless the child's physician or local health department authority states that the child is noninfectious.
- Rash with fever or behavior change until a physician has determined the illness not be a communicable disease.
- Purulent conjunctivitis (defined as a pink or red conjunctiva with white or yellow eye discharge, often with matted eyelids after sleep and eye pain or redness of the eyelids)

- or skin surrounding the eye), until examined by the physician and approved for readmission, with or without treatment.
- Tuberculosis, until the child's physician or local health department authority state that the child is noninfectious.
 - Impetigo, until 24 hours after treatment has been initiated.
 - Streptococcal pharyngitis, until 24 hours after treatment has been initiated, and until the child has been afebrile for 24 hours.
 - Head lice (pediculosis), until the morning after the first treatment.
 - Scabies, until after treatment has been completed.
 - Varicella, until the sixth day after onset of rash or sooner if all lesions have dried and crusted.
 - Pertussis (which is confirmed by laboratory or suspected based on symptoms of the illness or because of cough onset within 14 days of having face-to-face contact with a person in a household or classroom who has a laboratory-confirmed case of pertussis) until 5 days of appropriate antibiotic therapy (currently, erythromycin) has been completed (total course of treatment is 14 days).
 - Mumps, until 9 days after onset of parotid gland swelling.
 - Hepatitis A virus infection until one week after onset of illness and jaundice, if present, has disappeared or until passive immunoprophylaxis (immune serum globulin) has been administered to appropriate children and staff in the program, as directed by the responsible health department.

Certain conditions do not constitute as a priori reason for excluding a child from child care unless the child would be excluded by the above criteria or the disease is determined by the health authority to contribute to transmission of the illness at the program. These conditions include the following: asymptomatic excretion of an enteropathogen; nonpurulent conjunctivitis (defined as a pink conjunctiva with clear, watery eye discharge and without fever, eye pain or redness); rash without fever and without behavior change; cytomegalovirus infection; hepatitis B virus carrier state; and HIV infection.

Attachment C-1 – Alternative Care Provider Agreement

Employee Name:

Infants Name:

Work Place Alternative Care Providers

The following persons have agreed to be Work Place Alternative Care Providers (ACP), responsible for providing care for my infant in the workplace, when I become temporarily unavailable to provide care. Alternative provider care is not to exceed 1.5 hours in a 4-hour period. If the parent has a flextime schedule, the alternative care providers should be available to accommodate the schedule.

1. Alternative Care

Provider:

Division/Office

Location: Availability

Schedule: Work

Telephone:

Home Telephone:

2. Alternative Care

Provider:

Division/Office

Location: Availability

Schedule: Work

Telephone:

Home Telephone:

Outside Alternative Care Provider / Day Care

The following person or Day Care has been identified as an Alternative Care Provider (ACP) responsible for providing care for the parent's infant outside of the parent's workplace when the parent is going to be unavailable for a period exceeding 1.5 hours within a 4-hour period.

1. ACP / Day

Care: Address /

Location:

Telephone:

ACP / Day Care Signature

Date

Attachment C-2 – Work Place Alternative Care Provider (ACP) Agreement

As a work place alternative care provider, I understand and agree to the following:

1. When necessary, I will provide care for *infant* when *parent* is unavailable. (Provider care not to exceed 1.5 hours in a 4-hour period.)
2. I will move to *parent's* workstation or *infant* will be brought to my workstation, whichever is most convenient.
3. If *infant* becomes “fussy” under my care, I will take *infant* to the designated sitting room.
4. I understand my alternative provider care does not relieve me of my responsibilities as an employee of the KCC.
5. I understand there is another designated ACP with these same duties who I may contact if I require assistance.
6. I will be notified by *parent* if there is any change in the alternative care providers under this Agreement.
7. No persons will be responsible for the infant except for *parent, other alternative care provider* and the undersigned.
8. I will not release *infant* under my care to any individual other than *parent* or *other alternative care provider*.
9. If at any time I no longer agree to serve as an alternative care provider for *infant*, I shall give two (2) weeks’ notice to *parent*.

I hereby agree to serve as an ACP as described above. I acknowledge that I have read and understand the terms and conditions of the Infant-at-Work Program policy, the Individual Care Plan and this ACP Agreement.

ACP Signature

Date

ACP’s Supervisor

Date

ACP’s Division Director

Date

Infant’s Name

Parent’s Name

Other ACP’s name

Attachment D – Emergency Contact Information

Employee Name:
Infants Name:

Emergency Contacts

1. Contact Name:
Relationship:
Address:
Daytime Telephone: ext.
Evening Telephone: ext.
Cellular Telephone:

2. Contact Name:
Relationship:
Address:
Daytime Telephone: ext.
Evening Telephone: ext.
Cellular Telephone:

Submitted by: Employee

Date

Attachment E - Individual Care Plan

Employee Name:
Infant Name:
Infant's Date of Birth:

Date Infant Enters Program:

Date Infant Exits Program:

Indicate Days and Times Infant will be Present in the Workplace:

Monday	Thursday
Tuesday	Friday
Wednesday	

Include any specific plan information or requirements: (optional)

Supervisor's Comments:

Division Director's Comments:

I have discussed this Individual Care Plan and Alternate Care Provider Agreements with my supervisor and Division Director. I understand I may bring my infant to the workplace upon final approval of this Plan by the Human Resource Director. If my Plan changes, I agree to complete and submit a new Plan for consideration.

Submitted by: Employee Date

Reviewed by: Supervisor Date

Reviewed by: Division Director Date

Approved by: Human Resource Director Date:

Attachment F - Program Agreement/Consent and Waiver

PROGRAM AGREEMENT

By signing this Infant-at-Work Program Agreement, I hereby acknowledge that I have read and understand the terms and conditions of the Infant-at-Work Program policy. I further understand and agree that, in the event I fail to comply with such terms and conditions, or otherwise fail to meet any Program criteria, whether or not such criteria are set forth in the Infant-at-Work Program policy, my Program eligibility may be terminated, requiring me to remove my infant from the workplace.

I acknowledge the KCC is offering participation in the Infant-at-Work Program as a courtesy to full-time employees of the KCC who are new mothers, fathers or legal guardians, and not as an employee benefit. Accordingly, I acknowledge the KCC reserves the right to terminate a participant's eligibility, with or without cause, or to terminate the Infant-at-Work Program in part or in its entirety, with or without cause, requiring me to remove my infant from the workplace.

Employee's Signature

Date

CONSENT AND WAIVER

By signing this Infant-at-Work Consent and Waiver, I hereby release the KCC, and any employee and agents thereof, from any and all liability arising from any harm or injury that occurs to my infant while in the workplace, as a result of my participating in the Infant-at-Work Program and hereby waive any rights I accrue as a result thereof.

Employee's Signature

Date

I have discussed this Individual Care Plan and Alternate Care Provider Agreements with my supervisor and Division Director. I understand that I am permitted to bring my infant to the workplace upon final approval of this Plan by the Human Resource Director. If my Plan changes, I agree to complete and submit a new Plan for consideration.

Submitted by: Employee

Date

Reviewed by: Supervisor

Date

Reviewed by: Division Director

Date

Approved by: Human Resource Director

Date:

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Exit Interview Program
Policy Number: 11-02

Approved by: The Commission

Effective Date: January 2015

Purpose:

To provide a standardized agency exit interview program to improve management practices, identify information that will lead to improved efficiency, effectiveness, morale, and decreased turnover and distribute consistent information to exiting employees.

Policy:

Each employee leaving the KCC will be asked to participate in an exit interview. Documents completed during the exit interview process will be shared with The Commission and Division Director.

Procedures:

1. Upon receiving a resignation, the resigning employee's supervisor will notify the Human Resources Office.
2. In Topeka: The Human Resources Office will contact the employee, request that the questionnaire be completed, and schedule an exit interview.

In the Conservation Division: The Human Resources Office or the Conservation Division Director/Assistant Division Director will contact the employee, forward the questionnaire to the employee and schedule an exit interview via video conferencing prior to his/her last day. If the videoconferencing equipment is not available, the exit interview will be conducted via telephone.

3. During the exit interview, the employee is given information regarding payroll, leave balance, KPERs, health insurance, life insurance and other pertinent information.
4. The Human Resources Director will forward the exit questionnaire to The Commission and Division Director.

Originated: April 18, 2011

Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Injury Accidents, Reporting of
Policy Number: 11-04

Approved by: The Commission

Effective Date: January 2015

Policy:

KCC employees shall immediately report all on-the-job accidents to the Human Resources Director.

Procedures:

1. Upon notification of an on-the-job injury, the supervisor/Director shall take immediate steps to ensure the safety of the injured employee.
2. Employees shall complete the Injured Employee's Report of Injury Form WC 9 (<http://www.kdheks.gov/hcf/ssif/download/wc9EEReport030512.pdf>) (See Attachment A).
3. The Human Resource Director shall complete the Employer's Report of Accident Form #K-WC 1101-A (Dept. of Labor Rev. 10-13) (<http://www.dol.ks.gov/Files/PDF/KWC1101a.pdf>).
4. In the case of on-the-job injuries, the Human Resource Director shall submit the completed job injury report form to the Kansas Health Policy Authority, State Self Insurance Fund.

Questions concerning workplace injuries shall be directed to the Human Resources Director.

Originated: April 18, 2011
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Overtime or Additional Hours
Policy Number: 11-05

* Page 1 of 4

Approved by: The Commission

Effective Date: January 2015

Purpose:

To provide a uniform policy on the practice of payment of overtime and/or additional hours. The goal of the agency is to work with supervisors to efficiently use its staffing resources.

Policy:

Overtime and additional hours shall be avoided except when absolutely necessary. **Overtime hours must be approved in advance by the Division Director, and in some instances by the Human Resources Director.** Only time actually worked in excess of 40 hours will be considered as overtime hours.

Exempt employees - Positions classified as exempt are not eligible for overtime payment or compensatory time. Non-exempt employees - Positions classified as non-exempt are eligible for overtime compensation payment.

In situations in which paid leave, when added to hours worked, exceeds 40 hours these excess hours shall be considered additional hours and, at the KCC's discretion, be given as equivalent time off in the workweek in which the additional hours are worked or paid at the hourly rate of pay.

Procedures:

Overtime

1. Requesting Overtime - Requests for overtime shall be made in advance to the Division Director by the supervisor/manager of the impacted non-exempt employee. *The request for overtime must be in writing (the KCC "Request for Overtime Form" is recommended).* The supervisor/manager will communicate a business related need for the overtime and the anticipated number of overtime hours to be worked. No overtime will be worked unless approved by the Division Director.
2. At the KCC's discretion, a non-exempt employee who has worked hours that could result in overtime hours, may be given equivalent time off, on an hour-for-hour basis, in the workweek in which the overtime hours occurred. Managers and supervisors are encouraged to adopt this policy when managing overtime whenever reasonably possible to do so.

3. Non-exempt employees will be compensated for overtime hours with compensatory time at the rate of one and one-half hours for every hour of overtime worked provided a signed agreement is on file or the employee agrees to accept compensatory time.

*KOSE covered employees may choose to be compensated for overtime hours with overtime pay at the rate of one and one-half hours for every hour of overtime worked.

4. Non-exempt employees will be allowed to accrue up to 40 hours of compensatory time, with approval by their supervisor.

Additional Hours

1. If within any workweek an employee uses paid leave credits and works additional hours that result in total of more than 40 paid hours in that week, compensation will be determined as follows:

- a. If actual hours worked are less than 40, but when paid leave time for the week is added, hours for the week will exceed 40, these hours in excess of 40 are considered "additional time" and not overtime, and will be compensated hour-for-hour at the straight time rate.

EXAMPLE: An employee who uses 8 hours of vacation leave, and works 36 hours in a workweek or work period, will have a total of 44 hours for the week. The employee in this situation will be compensated as follows:

- 1) reduce the number of vacation hours used in the week to 4; or,
- 2) under the direction of the immediate supervisor, and prior to working the hours which will result in total hours in the week exceeding 40, rearrange their work schedule to keep total hours for the week at 40; or
- 3) receive straight time pay for the additional 4 hours at the hour for hour rate.

2. Additional hours cannot be banked to be used at a later date.

Compensatory Time

1. All non-exempt applicants, at the time of interview, complete a Compensatory Time Agreement. This agreement states, "If offered employment with the Kansas Corporation Commission, I, _____, understand that as a condition of employment, the agency has the option of paying overtime hours worked in compensatory time off or overtime pay and that compensatory time earned may be preserved, used or cashed out in a manner consistent with the provisions of section 7(o) of the Fair Labor Standard Act. By signing this, I acknowledge that while employed with the Kansas Corporation Commission I will accept payment in the form of compensatory time off, at a rate of one and one half hour for every hour worked over what is required for my normal work week or work period."
2. The Human Resources Office will notify the Division Director and appropriate supervisors of each employee's compensatory time balance on a monthly basis when the balance exceeds 40 hours. At that time, a plan will be developed to eliminate the excess hours within an acceptable time frame.

Guidelines:

1. Pursuant to K.A.R. 1-9-1, the appointing authority may require employees to work overtime when necessary.
2. Hours worked will be precisely recorded on the KCC's computerized timesheet by each employee. Subsequently, the employee will review and sign the computerized timesheet. This timesheet will be reviewed and approved by supervisors/managers on a bi-weekly basis.
3. The employee's signature on a time sheet indicates that the information on the time sheet is a true and accurate statement of actual hours. The supervisor's signature indicates that the supervisor knows of, and approves, all the hours of work.

- *page 4 is the Request for Overtime Form*

Current
Compensatory
Time Balance:

Current Vacation
Leave Balance:

Kansas Corporation Commission
Request for Overtime

Division: _____

I request approval for _____
(Name of Employee)

to work _____ overtime hours on _____
(Dates)

Description of situation warranting overtime:

Supervisor Signature

Date

Approved by: Division Director

Date

- 1. If overtime hours will be paid in other than compensatory time notify the Human Resources Office.**
- 2. *Employee compensatory time balances will not exceed 40 hours.***

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Progressive Discipline for Classified and Unclassified
Employees

Policy Number: 11-06

Page 1 of 3

Approved by: The Commission

Effective Date: January 2015

Policy:

The discipline policy process for the KCC is generally progressive and is intended to help KCC employees address problems and improve as productive members of the agency. The policy serves as a guideline and provides a disciplinary system based upon the severity of the infraction, its frequency, or any related occurrence(s). The KCC seeks to apply its progressive discipline policy in a fair, objective and consistent manner. This policy does not create any contractual obligations for the KCC, nor confer any contractual rights with respect to unclassified ("at will") KCC employees.

Procedures:

1. When possible, KCC supervisors or Directors shall attempt to resolve issues before taking disciplinary action. They will identify and address issues as they occur by providing feedback, both informally (through documented meetings) and formally (through performance feedback in the Employee Review System). Counseling can take additional forms including, but not limited to, action plans, specific and well-written priority outcomes, etc. In most circumstances, the supervisor or Director shall provide an employee with an opportunity to respond to an incident, issue or allegation. Counseling efforts shall always be documented.
2. Before taking formal action, supervisors and directors shall contact the Human Resources Director for guidance and assistance in drafting all disciplinary action letters.
3. Informal verbal discussions with an employee should suffice for correcting many problems; however, a more formal verbal warning, written warning, suspension or termination may be necessary to address on-going or more serious one-time incidents.
 - a. **Verbal warning** (document properly)
Supervisors or Directors shall:
 - Clearly communicate to the employee the KCC's performance expectation and the required improvement needed in the employee's conduct;
 - Advise the employee of the disciplinary consequences should the conduct continue;
 - Provide the employee with an opportunity to respond to the warning;
 - Keep written documentation of the verbal warning in the employee's file.

b. Written warning (by supervisor with assistance from the Human Resources Director)

- This is expected where the employee has not made the required improvement in his or her conduct within 12 months of a previous verbal warning.
- The supervisor or Director shall discuss the written warning with the employee and ensure there is a clear understanding by the employee of the continued problem.
- Written warnings shall also clearly communicate to the employee the unacceptable conduct, the previous verbal attempts by the supervisor or Director to address the conduct, the required improvement, a timeframe for the required improvement, and further disciplinary consequences should the unacceptable conduct continue.
- A copy of the written warning, signed by the employee, shall be given to the employee and kept in the employee's file.

c. Proposal of suspension (by the Division Director with assistance from the Human Resources Director)

- This is expected where the employee has not made the required improvement in his or her conduct within 12 months of a previous verbal or written warning. That is, a pattern of conduct is found where the employee has continually committed infractions of the rules and has received documented verbal and/or written warnings for the rule(s) infraction(s).
- The suspension period can be prescribed for up to thirty (30) calendar days, with no pay during the suspension period.
- An employee may be suspended without pay for serious, one-time infractions of KCC rules, including, but not limited to, rules prohibiting sexual harassment, workplace violence, drug or alcohol use, or for violations of state or federal laws.
- A suspension may be required in order for the KCC to make a proper investigation of alleged serious infractions.

d. Proposal of termination (by the Division Director with assistance from the Human Resources Director)

- A KCC employee may be terminated where the above progressive disciplinary steps have failed to correct the problem, or where one-time infractions are serious enough to warrant termination.
- Serious one-time infractions of KCC rules may include rules prohibiting sexual harassment, workplace violence, drug or alcohol use, dishonesty or fraud, and/or other personal conduct detrimental to state service, pursuant to K.S.A. 75-2949f.
- KCC employees who are terminated under this policy will receive a statement in writing specifically setting forth the reasons and factual basis for the termination. Employees will also be afforded an opportunity to reply in writing, or appear in person, or both, before the employee's supervisor or Director on the issue of the proposed termination.

4. Progressive discipline steps may be skipped up to termination, depending upon the severity of the infraction, and whether the action was the result of an excusable mistake, an inexcusable error or deliberate action.

General Guidelines:

Supervisors/Directors shall:

- Keep an accurate, up-to-date record of employee performance/behavior;
- Keep an accurate, up-to-date record of any counseling with an employee, as well as any verbal and/or written warnings given to an employee;
- Identify and substantiate both effective and ineffective work performance/behavior;
- Be objective, descriptive, and specific.

Note that:

- Documentation notes are confidential. Personnel records are confidential for most purposes, but may be discoverable or used in certain situations;
- Generally hearsay will not be recorded;
- Incidents that happen off the job will not generally be considered or recorded (however, the KCC may examine and take action if off the job activities involve State property, impact work-related activities, or the infraction brings discredit to the State and/or the KCC);
- Unclassified Employees: The KCC will generally follow the procedures outlined in this policy for unclassified employees. Reminder: Unclassified employees are “at will” employees and may be dismissed without progressive discipline procedures taking place;
- New employees: In accordance with K.A.R. 1-7-3(d), any probationary employee may be dismissed at any time during their probation period.

Originated: April 18, 2011

Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Recruitment Process
Policy Number: 11-07

Page 1 of 3

Approved by: The Commission

Effective Date: January 2015

Purpose:

To establish a standardized agency recruitment process.

Policy:

The KCC will generally utilize a team approach in interviewing. Interview questions will be developed and used that are job-related and non-discriminatory. The interview team will ensure that mutually agreed upon standards are used to assess applicant responses. All interview materials from each team member will be forwarded to the Human Resources Office after completion of the recruitment process.

Procedure:

1. The Division Director will submit the request to begin recruitment to the Human Resources Director. The Human Resources Director will coordinate with the Fiscal Officer for the Chair's approval. The Human Resources Office will notify the Division Director of approval/denial.
2. **Classified positions-mandatory, Unclassified positions-optional.** The Division Director must submit a brief position summary, contact person information, recruitment open and close dates, and applicant information to be collected (cover letter, resume, transcripts, etc) to the Human Resource Office. This information will be used to create the job posting on the Department of Administration's Civil Service Jobs List, the KCC website and other designated websites/resources.
3. The supervisor/Division Director will review the information received from applicants and determine those to be interviewed. The Human Resources Office may assist in this review process as requested by the supervisor/Division Director.
4. **Classified positions only.** The Human Resources Director must be contacted immediately if an applicant identifies themselves as a veteran or having veterans' preference.
5. **Classified positions only.** The Human Resources Director must be contacted immediately if an applicant identifies themselves as a laid off state employee, a laid off state employee with interview rights or a laid off state employee with right of first refusal.
6. Establish an interview team. A member of the Human Resources Office will be included on all interview teams.

7. The interview team will develop a series of job-related questions to seek information from the applicant concerning their abilities/education/experience as it specifically relates to the vacant position. **No questions will be asked that seek information related to race, age, color, religion, sex, national origin, or disability.**
8. Interview questions must be submitted to the Human Resources Office at least two business days prior to conducting interviews for review and approval.
9. The interview team will review the questions prior to the interview to determine what abilities/education/experience and/or attributes are sought in the applicant responses. The interview team will ensure that they are assessing applicant responses from mutually agreed upon standards.
10. Immediately prior to the interview each applicant will be provided a copy of the position description or a job summary. The applicant will be provided an opportunity to review this document before being interviewed. The applicant will also receive the following additional forms:
 - Authorization to Conduct Reference Checks and Release of Liability
 - Compensatory Time Agreement Form (non-exempt, non-KOSE covered positions). If the applicant refuses to sign this form, they will not be considered for employment.
 - KOSE Compensatory/Overtime Form (non-exempt, KOSE covered positions)
 - KCC Conflict of Interest Information Form
 - Disclosure of Relationships with KCC Regulated Entities Form (review only)
11. The interview team will ask each applicant the pre-determined questions. Job-related probing questions are allowed to seek clarification of provided responses. The interview team will select a candidate. The interview team leader (or a designated person) will then conduct reference checks. Sample reference check questions are located on the Human Resources website. Dependent upon satisfactory responses, a recommendation to hire will be forwarded to the Division Director.
12. The Division Director will submit the request to hire to the Human Resources Director. The Human Resources Director will coordinate with the Fiscal Officer for the Chair's approval. The Human Resources Office will notify the Division Director of approval/denial.
13. **Classified Positions.** Upon approval by the Chair, a verbal offer of employment should be made by the supervisor/Division Director. Contact the Human Resources Office with the date of acceptance so that the employment confirmation letter can be completed. This letter will identify the start date, salary, Fair Labor Standards Act (FLSA) status, and probationary status.

Unclassified Positions. Upon approval by the Chair, a verbal offer of employment (specifically stating that the offer is pending Governor's approval) should be made by the

supervisor/Division Director. The Human Resources Director will submit the request to hire to the Governor's office. The Human Resources Office will notify the supervisor/Division Director of approval/denial. Upon approval by the Governor, an employment confirmation letter will be sent by the Human Resources Office. This letter will identify the start date, salary and FLSA status.

14. After the interview process has been completed, each interview team member will forward all interview materials (notes, interview questions, rating scales, etc.) to the Human Resources Office. Unsuccessful applicants will be notified, in writing that they were not selected for the position by the KCC Human Resources Office.

Originated: April 18, 2011
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Standard Work Week
Policy Number: 11-08

Approved by: The Commission

Effective Date: January 2015

Purpose:

To establish a standard work week for all employees.

Policy:

The standard 40 hour work week for all KCC employees shall begin on Sunday at 12:01 a.m. and end the following Saturday at midnight.

The standard work week for each full time KCC employee shall be 40 hours during a normal work week of Monday through Friday (excluding holidays).

Originated: April 18, 2011
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Supervisory Training
Policy Number: 11-09

Approved by: The Commission Effective Date: January 2015

Policy:

Each person hired or promoted into a supervisory position shall complete a supervisory training program within six months of the date of hire or promotion. This time period may be extended to 12 months from the date of hire or promotion if it is determined that the training cannot be completed within the six month period.

Procedure:

1. Upon hiring a new supervisor, the Human Resources office will notify the Director that their new supervisor will be expected to attend the next scheduled supervisory training.
2. The Human Resource office will provide the Supervisory training twice a year either one- on-one or in a classroom setting, depending on how many employees need to complete the training.
3. After the completion of the supervisory training course the Human Resource office will provide the employee with a certification of completion that will be included in their personnel file.

Originated: April 18, 2011
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Requesting Annual Leave, Sick Leave, and Compensatory
Time Off

Policy Number: 11-10

Approved by: The Commission

Effective Date: January 2015

Policy:

All requests for annual and compensatory time off shall be made in advance. All requests for sick leave shall be made in advance when possible.

Procedures:

1. Requesting Annual Leave – Employees may request and use annual leave for any periods of planned absences from work. Annual leave should be requested at least 48 hours prior to the leave being taken. Requests for an extended annual leave (a week or more) should be made at least one week in advance, to allow the supervisor sufficient time to plan for the absence, assess pending work assignments and assure adequate staff coverage. Failure to request annual leave in the prescribed manner may result in the denial of the leave request.
2. Requesting/Reporting Sick Leave – Employees may use sick leave for a personal illness or injury and medical and dental appointments that cannot be scheduled outside of working hours. An employee may also use sick leave for an illness or injury of a family member. A family member means “any person related to the employee by blood, marriage or adoption, and any minor residing in the employee’s residence as a result of court proceedings.

When possible, requests for sick leave will be made in advance. If this is not possible, each employee shall report the absence to his/her supervisor (or a designee) no later than one hour after the employee’s normal starting time for every 24 hour period the employee is scheduled to work. In the event medical documentation establishes a specific timeframe of absence this reporting requirement may be waived for the specified timeframe only.

Any employee may be required by their Director or the Human Resources Director to provide evidence necessary to establish that the employee is entitled to use sick leave under the circumstances of the request. If the employee fails to provide this evidence, the use of sick leave may be denied.

3. Requesting Compensatory Time Off - Accrued compensatory time off shall be requested in advance.

Originated: April 18, 2011

Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Conflict of Interest
Policy Number: 11-12

Page 1 of 4

Approved by: The Commission

Effective Date: January 2015

Responsibility:

All Commissioners and employees should refrain from performing work in situations where there is a conflict. All Commissioners and employees are obligated to provide certain information about their investments as well as their own, their immediate families or significant others' work relationships with regulated entities. They do this by disclosing requested information, at the time of their employment and whenever a change occurs that requires revision of the disclosures.

All Commissioners and employees are responsible for reporting potential conflicts of interest to their supervisor and the General Counsel. The General Counsel is responsible for investigating, and when cause exists, reporting to the Commission the potential conflicts of interest. The Commission is responsible for making final determinations and taking appropriate action.

The Human Resources Division is responsible for obtaining and reviewing Statement of Substantial Interest Forms submitted by employees on an annual basis.

Goal:

- To describe situations in which there may be a conflict of interest, to give Commissioners and employees the guidelines that should be followed in order to avoid violating conflict of interest laws and principles, and to prevent the performance of work in situations where there is a conflict, unless upon disclosure an exception is made.
- To inform Commissioners and employees who have reason to believe there is a conflict of interest or who are concerned there is potential for conflict of interest, of their obligation to report and to whom they should report.

Discussion:

Disclosure:

1. Any Commissioner following appointment, but prior to assumption of duties; and

any other person following hiring, but prior to commencing work at the Kansas Corporation Commission, shall make the following disclosures in writing:

- a) **Employment or Contract with a Regulated Entity.** A specific listing of all regulated entities employing or contracting with the Commissioner, prospective employee, either's spouse or significant other, within the preceding twelve month period, regardless of whether the Commissioner, prospective employee, either's spouse or significant other has had this relationship as an individual or as an owner, officer or shareholder in a company doing business with the regulated entity. This disclosure is not required for contracts for provision of utility service to the Commissioner, prospective employee, or either's spouse or significant other as long as a standard tariff rate is charged.

- "Significant other" means a person with whom the employee or Commissioner has a relationship sufficiently close enough to cause one to reasonably infer a conflict of interest may exist.

- b) **Ownership of Interest in a Regulated Entity.** All employees are required to disclose in writing their ownership of any bonds, stocks or property in any public utility or common carrier regulated by the Commission. This disclosure requirement does not apply to passive mineral interests or mutual funds.

2. In addition to the disclosure requirement in section 1. above, all employees subject to K.S.A. 46-247 (State officers as well as employees who are listed by the head of the agency as a designee pursuant to K.S.A. 46-285) and thus required to file a statement of substantial interest shall make the following disclosures in writing:

- a) **Ownership of Interest in a Regulated Entity.** An affirmation that the person does not own any bonds, stocks or property in any public utility or common carrier regulated by the Commission. Officers or designated employees may own passive mineral interests or mutual funds if they cannot or do not exercise any control over the investment. Any person subject to this requirement who owns such an interest or investment at the time they commence work at the Commission shall, within 60 days from the date they commence work at the Commission, divest themselves of such interest.
- b) **Exception or Waiver.** If unique circumstances render such divestment impractical, the employee shall be prohibited from working on matters directly related to the subject regulated entity or entities until such time that the employee may divest themselves of such interest. Whether unique circumstances exist shall be evaluated and determined on a case-by-case basis

- by the Director of Human Resources.
- c) **Annual Review.** The Human Resources Division shall review all statement of substantial interest forms submitted by employees on an annual basis to 1) ensure all employees subject to K.S.A. 46-247 have complied with the obligation to submit a statement of substantial interest; and 2) to verify any and all potential conflicts of interests have been properly reported in accordance with this policy.
3. The obligations to affirm and disclose described here are continuing in nature and shall be updated by the Commissioner or employee whenever a change occurs that requires, or no longer requires, the application of this policy. The Human Resources Division of the Commission shall maintain a file of all conflict of interest affirmations and disclosure statements provided in compliance with these requirements.
4. **Failure to Timely Disclose.**
- a) Should a Commissioner discover he or she owns bonds, stock or property as described at K.S.A. 74-605 (except as the ownership may pertain to railroads, in which case the Commissioner should determine the proper action to take), which were not disclosed within 30 days following the Commissioner's appointment, the Commissioner shall immediately notify the Governor.
- b) Any other person subject to K.S.A. 46-247 (State officers as well as employees who are listed by the head of the agency as a designee pursuant to K.S.A. 46-285) who fails to properly and timely disclose, as required in this Policy, his or her ownership of bonds, stocks or property in any public utility or common carrier regulated by the Commission, shall immediately notify his or her supervisor and the General Counsel. The notification shall include a description of the nature and extent of the ownership, and the newly disclosed information shall be provided in written form to the Human Resources Director, for inclusion in the file for this information that is maintained in that office. Inclusion of the information in the file does not preclude the taking of other appropriate employment action.

Additional Guidance:

1. **For "the office of Commissioner, attorney, or secretary of said Commission":** Pursuant to K.S.A. 74-605, if any of these described persons, at the time of their appointment, owns any bonds, stock or property in any railroad company or other common carrier or public utility, is in the employment of, or is in any way or manner pecuniarily interested in any railroad company or common carrier or public utility, they shall within thirty (30) days divest of such interest or employment, or forfeit

their office. (Note: This statute has not changed since the Commission ceased regulating railroads and thus the applicability of the prohibition to railroads is questionable.) In addition, said persons shall not "hold any office of profit or any position under any committee of any political party, or hold any other position of honor, profit or trust under or by virtue of any of the laws of the United States or of the state of Kansas."

Work Assignments Involving Prior Employment By a Regulated Entity or Disclosures:

1. No employee, except for clerical support staff, shall be assigned work relating to a regulated entity which previously employed the employee, until after the expiration of one year from the employee's last date of employment with that regulated entity. It shall be the duty of every employee to immediately inform their immediate supervisor and division director of any concern that this period of restriction is not being observed.
2. Except as allowed under the preceding paragraph, no employee shall engage in work involving an entity which has been or should be the subject of a disclosure made pursuant to this policy.

EXCEPTIONS to immediately preceding paragraphs 1 and 2:

- a) The employee's division director decides that the matter or the employee's involvement is of a technical, standard, routine or non-controversial nature; or
 - b) The lack of sufficient staff makes it impossible to assign the matter to another employee. In this event, the immediate supervisor shall impose sufficient safeguards to assure any opportunity to show favoritism for the regulated entity is minimized and shall closely monitor the matter to insure that no improper action is taken by the employee.
 - c) The employee has sought and received approval from the Commission to continue working despite the existence of facts giving rise to the disclosure.
3. Employees shall not disclose to the Commission, or to any person, any confidential information which came to them through prior employment with a regulated entity. This prohibition shall not apply to previously confidential information for which confidentiality has been properly waived. Employees wanting a waiver should consult their supervisor and the General Counsel before making the request.

Post-Employment Restrictions:

1. Former Commission employees may not appear before the Commission as a witness, nor enter an appearance as attorney of record, in any matter pending before the Commission in which they were directly involved while still a Commission employee.
2. Former Commission employees shall not disclose any confidential information which came to them through their employment with the Commission, unless following their employment at the Commission the information comes to them through means other than their Commission employment.

Commission Attorneys:

In addition to being subject to this agency employee policy, attorneys employed by the Commission are subject to the Kansas Rules of Professional Conduct, and specifically, Rule 1.11. Attorneys shall inform their supervisor if they have a concern that an assignment or duty could cause them to act contrary to law. The supervising attorneys shall monitor the assignment of duties and the activities of the attorneys they supervise, to ensure they are in compliance with Supreme Court Rule 226 and, wherever appropriate, they shall consult with and seek the advice of the Disciplinary Administrator.

Reports and Final Determinations of Conflicts of Interest:

1. If a Commissioner or employee has reason to believe a conflict of interest exists or has questions about a potential conflict of interest, he or she should confer with their supervisor or the General Counsel. Any supervisor who determines there is a possible conflict of interest shall notify the General Counsel. The General Counsel represents the KCC and is responsible for interpreting the conflict of interest policy, investigating reports involving potential conflicts, and making reports and recommendations to the Commission when in the General Counsel's judgment there is reason to believe a conflict of interest exists. Following its receipt and adequate review of these reports, the Commission shall make final determinations regarding the handling of the matter.
2. Any allegations of violation of conflict of interest policies made by someone who is not an employee of the Commission shall be in writing and provide detailed facts. The allegation together with facts in support shall be given to the General Counsel, who shall promptly investigate and make his or her report to the Commission. In the event the Commission determines that a violation has occurred, the Commission shall take appropriate action.

TITLE/SUBJECT: Conflict of Interest
Policy Number: 11-12

Page 6 of 6

General Provisions

Unless otherwise stated, these conflict of interest policies shall apply to all KCC employees, including Commissioners. In the event any employee or former employee believes a special circumstance exists which would warrant complete or partial waiver of any of these policies, he or she may make a written request for waiver to The Commission by directing the request to the General Counsel. In its discretion, and insofar as it does not conflict with any existing and applicable other law, the Commission may grant a complete or partial waiver, on a case by case basis, and may subject that waiver to any condition The Commission deems necessary to prevent a conflict of interest or the appearance of one. Any waiver so granted may be at any time modified or revoked.

Attachment: Disclosure Form

Authority: K.S.A. 46-247, K.S.A. 46-285, K.S.A. 46-286, K.S.A. 74-605;
Kansas Rules of Professional Conduct, codified as Kansas Supreme Court Rule 226;
Conflict of Interest Policy Number 01-003 which was superseded by this policy.

Originated: May 2, 2011
Updated January 2015.

DISCLOSURE OF
Relationships with/Interests in KCC Regulated Entities
Pursuant to the Commission's Conflict of Interest Policy

I, _____, hereby certify that the following are all of the KCC regulated entities which I or my spouse/significant other have or have had within the preceding 12 months, a direct or indirect relationship through either employment or other contractual arrangements; ownership of any bonds, stocks or property; or any financial relationship with any entity regulated by the Commission.

A. Regulated entities I have been employed by or have had a contractual or financial relationship within the past 12 months:

ENTITY	EMPLOYMENT DATES	JOB TITLE	WORK DESCRIPTION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

B. Regulated entities my spouse or significant other has been employed by or have had a contractual or financial relationship within the past 12 months:

ENTITY	EMPLOYMENT DATES	FAMILY MEMBER	WORK DESCRIPTION
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

C. Employee ownership of any bonds, stocks or property in any entity regulated by the Commission:

ENTITY	INTEREST
_____	_____
_____	_____
_____	_____

I have nothing to disclose (check the box).

 Name (Please Print)

 Signature

 Date

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Tuition Reimbursement, Criteria for Approval
Policy Number: 13-01

Page 1 of 2

Approved by: The Commission

Effective Date: January 2015

Policy:

KCC employees may be reimbursed for some tuition amounts and provided limited time off to attend classes when the education or training will widen the employee's skill and knowledge in a way that is of value to the KCC.

The KCC will reimburse the in-state tuition costs for one class, 3 credit hours, per academic semester. Each criteria established in the "Procedure" section must be met prior to receiving the requested reimbursement. This policy is dependent upon funds being available in the KCC's budget.

Procedure:

The following procedures and limitations apply to such payments to KCC employees.

1. Requests for Training - Requests must be submitted in writing at least two weeks before enrollment and sent through the Division Director to The Commission. Requests must contain: a) name of employee; b) position title; c) title of class requested; d) number of credit hours, if applicable; e) tuition rate per hour; f) dates of attendance; g) time of class (if during regular working hours); and i) explanation of how the training will benefit the performance of the employee's present job.
 - Re-enrollment in the program is based on a new written request for each term or semester.
 - Courses must be taken for credit if credit is available.
2. Approval of Reimbursement Requests - Approval or denial of reimbursement requests will, whenever possible, be made prior to enrollment. Reimbursement shall be made to the employee upon presentation of a grade or completion report. A grade of "B" or above for graded courses and a "Pass" for non-graded courses shall be required.
3. Training Leave - Leave from assigned duties to attend courses is limited to three hours weekly; requests for increased leave may be authorized by The Commission.
4. Signed Agreement - If tuition reimbursement is granted, employees are required to sign the KCC "Agreement for Reimbursement of Tuition Expense" form. Signed copies of this form will be maintained by Human Resources.
5. A condition for reimbursement is the employee's agreement to reimburse the KCC the full amount paid to him/her for tuition expense, if he or she leaves employment within two years from the course completion date, unless separated for reasons beyond the employee's control that are acceptable to the KCC. This obligation to repay is enforceable by the KCC using all legal means of collection. This agreement shall be signed by the parties and precede any distribution of funds.

6. When recommending employees for training leave and/or tuition reimbursement, Division Director's will take into consideration these factors:
- The employee's current performance rating meets expectations or better.
 - Employee must have regular status and have been employed with the KCC at least six months. If classified, permanent status must have been obtained. Exceptions will be granted only with the recommendation of the Division Director and approval of the Commission.
 - Provision for job coverage of position during absence.
 - Selection should be nondiscriminatory in keeping with the KCC's Policy Statement of Equal Employment Opportunity.
 - Course requested should not duplicate planned KCC training.

Questions regarding this policy should be directed to the KCC Human Resources office.

* Page 3 of policy is the "Agreement for Reimbursement of Tuition Expense"

AGREEMENT FOR REIMBURSEMENT OF TUITION EXPENSE

This Agreement is between the Kansas Corporation Commission ("KCC") and _____ ("the Employee"), who became an employee of the KCC on _____. The Employee has requested that the KCC reimburse him/her for tuition expenses for _____ (name of class), to be taken by the (employee) from _____ (school, instructor, institution, etc.) from _____ (start date) to _____ (end date).

The KCC has approved the reimbursement of this tuition based on the belief that the underlying education and training is of value to the state and KCC and is job related. The tuition cost is \$ _____.

The parties agree to the following terms:

1. The Employee shall pay the above noted cost for the tuition and the KCC shall reimburse this cost to the Employee after all the following conditions have been met:
 - The Employee shall complete the class or training;
 - The Employee shall submit to the KCC satisfactory written proof of completion of the class and satisfactory proof of a grade of at least a "B" for graded classes and "Pass" or "Satisfactory" for non-graded classes.
 - The Employee shall still be employed with the KCC at the time the class is completed; and
 - The Employee shall provide the KCC with satisfactory proof that the Employee actually incurred the expense of said tuition.
2. Once all these conditions have been satisfactorily met, the KCC shall reimburse the Employee in the amount set forth above.
3. As a condition of this signed agreement, the employee agrees that if he/she leaves employment within two years from the course completion date, unless separated for reasons beyond the employee's control that are acceptable to the KCC, such employee will reimburse to the KCC the full amount paid to him/her for tuition expense and such obligation to so repay shall constitute and be considered a lien and set off by the state against such employees' unpaid wages or salary, all as authorized by K.S.A. 75-5519.

IT IS SO AGREED THIS _____ DAY OF _____.

BY:

Chair
Kansas Corporation Commission

Employee

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Flexible Work Schedules/Flextime
Policy Number: 13-02

Page 1 of 5

Approved by: The Commission

Effective Date: January 2015

Purpose:

To allow KCC employees to explore flexibility in scheduling their work hours within the policy requirements set forth below.

Definition:

Flextime is a schedule by which an employee may work an alternate work schedule within specific limits dictated by the needs of the job, and is subject to management review and approval.

Policy:

KCC confirms its commitment to the agency mission while developing, maintaining and supporting a comprehensive policy of equal opportunities in employment within KCC. To assist in this effort KCC will support flextime schedules where it is reasonable and practical to do so and where operational needs will not be adversely affected.

KCC employees may take advantage of an approved flextime schedule. Non-exempt employees are still subject to all requirements of the Fair Labor Standards Act (FLSA). Arrangements for exempt employees are separate from, and not subject to, this policy.

Individual KCC employees and KCC divisions may discuss and suggest a flextime work schedule for approval. The flextime schedule must ensure adequate coverage of the division at all times KCC offices are open to the public.

PLEASE NOTE: An occasional arrangement with an employee to flextime or rearrange time does not need commission approval. This would include instances such as an employee who lives in another town, must go to an appointment, and works out with a supervisor approval, to work a short time from home on a single day.

Rules/Requirements for flextime arrangements:

- Full-time employees, who are non-exempt, shall be scheduled to work a minimum of forty (40) hours over a one week period. No flextime schedule shall be approved requiring more than 40 hours of actual work in a 7 day workweek.
- All flextime schedules must be established for Monday through Friday workdays with a time beginning no earlier than 6:30 a.m. and ending no later than 6:30 p.m.
- No flextime schedule will be approved that would cause compensatory time to accrue for nonexempt employees.
- Each KCC supervisor or division director may, at their discretion, implement, continue, discontinue or modify flextime work schedules. At its discretion, the division's management has the right to return an employee to a standard work schedule.

- The flexitime schedule may address, at a maximum, hours within a single 2-week pay period of the State of Kansas. For example, an employee may work 8-5 in week one and 7:30 to 5:30 M-T and 8-12 F in week two.
- Flexitime is a privilege, not a right, and, if abused, can be taken away or altered at the discretion of the supervisor or division director. Employees who abuse this privilege may also be subject to disciplinary action up to and including dismissal.
- All flexitime arrangements must adhere to the following requirements and procedures:
 - All employee flexitime requests should be made to the employee's supervisor. All flexitime arrangements require both supervisory approval and approval by the HR Director.
 - Employees on flexitime must still work their regularly scheduled number of hours in a week.
 - Between the hours of 8:00 a.m. and 5:00 p.m., KCC offices are to be staffed to remain fully operational.
 - Employees on flexitime may arrange to start work between 6:30 a.m. and 9:00 a.m. and leave work between 3:00 p.m. and 6:30 p.m.
 - Lunch periods must be scheduled for at least one-half hour and may not be saved up to leave early in the day or at the end of the week.

Eligibility:

Flexitime schedules may not be possible for every employee in each KCC division. Therefore, supervisors will have to carefully examine the flexitime schedules which their employees request, so that they can coordinate work schedules which ensure ample employee coverage during peak hours.

Available Flexitime Schedules:

There are three types of flexitime schedules from which to choose: Peak-Hour Flexitime, Adjusted Lunch Period, and Compressed Work Week. Once an employee signs up for a particular flexitime schedule, the individual is expected to work that schedule in a consistent manner.

- Peak-Hour Flexitime: This flexitime schedule shifts daily work hours while still working an eight hour day. For instance, instead of the standard 8-5 day, an employee could work from 6:30 – 3:30, 7:00-4:00, 7:30-4:30, 9:00-6:00, etc. Working any arrangement of hours within an 8 hour day constitutes a valid work day.
- Adjusted Lunch Period: This flexitime schedule allows employees to adjust the length of their lunch period. An employee can take a minimum of 30 minutes and a maximum of two hours for lunch. For instance, an employee might want to go to the gym every day from 11-1 and consequently leave work at 6:00 rather than 5:00.
- Compressed Work Week: To maintain this flexitime arrangement, an employee works a full 40 hour work week in less than five days. For instance, an employee may work four 10-hour days, or on a two week rotating basis; one week employees work a regular 8-5, five day week and the next week they work a compressed schedule, which is four, 9-hour days and one 4-hour day.

Responsibilities:

KCC supervisors and division directors ensure that flextime schedules are administered consistently and equitably within the program/division, and that flextime arrangements conform to KCC policy and collective bargaining agreements. Management also ensures that staffing is always available to meet the operational requirements of the division.

The employee plans and organizes his or her time to meet the job requirements established by the KCC division director. The employee shall inform their supervisor when coverage is not adequate.

KCC FLEXTIME AGREEMENT

This agreement specifies the conditions applicable to a "flextime" arrangement for performing work with a non-traditional work schedule on a regular basis.

This agreement is between (employee name) _____, (hereinafter "employee,") an employee of the Kansas Corporation Commission (hereinafter "KCC") in the _____ program or division of KCC.

1. This agreement begins on (DATE) _____.
2. Days and hours when the employee is normally expected to be in the office are: (Hours scheduled must be between 6:30 a.m. and 6:30 p.m.)

Week 1:

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					
Total Hours					

Week One total hours: _____

Week 2- if different than week 1

	Monday	Tuesday	Wednesday	Thursday	Friday
Start Time					
End Time					
Total Hours					

Week Two total hours: _____

3. Any and all additional hours involving or resulting in overtime or compensatory time must be approved in advance by the supervisor.
4. The employee understands that all obligations, responsibilities, terms, and conditions of employment with the KCC remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
5. The employee understands that this agreement can be withdrawn without notice by KCC and that this agreement does not, in any manner, create a separate, enforceable employment contract nor does it alter any of the State of Kansas or KCC employment policies, rules, statutes or regulations.

Title/Subject: Flexible Work Schedules/Flextime
Policy Number: 13-02

Page 5 of 5

I hereby affirm by my signature that I have read this Flextime Agreement, and understand and agree to all of its provisions.

Employee Signature

Date

Supervisor Signature

Date

HR Director Signature

Date

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Telecommuting and Temporary Change in Work Station
Policy Number: 13-03

Page 1 of 6

Approved by: The Commission

Effective Date: January 2015

I. Purpose and Overview

Telecommuting is a flexible work arrangement where an employee works one or more days from a location other than the employee's regular worksite. This enables KCC employees to achieve a more successful balance between work responsibilities and family life, as such a need arises. Telecommuting may be either a long-term arrangement or a short-term, occasional or even a single occurrence. KCC divisions may sometimes wish, as a recruiting tool, to permit a new employee to telecommute as part of the hiring arrangement.

No employee is guaranteed the opportunity to telecommute. Telecommuting will be considered based on the nature of the job, the suitability of performing required tasks away from the "regular worksite," and the employee's work habits. KCC divisions are urged to carefully review both advantages and disadvantages before setting up telecommuting arrangements, to explore the wide variety of arrangements possible, and to address potential problem areas. Telecommuting arrangements are not intended to replace sick leave, Family and Medical Leave, Workers' compensation leave or other types of leave programs. The KCC may determine whether it is appropriate to offer a telecommuting arrangement following illness or injury.

The Commission must approve all telecommuting arrangements. Failure to fulfill normal and expected work requirements while telecommuting may be cause for disciplinary action, up to and including, termination of employment. All telecommuting arrangements are granted on a temporary and revocable basis. The KCC may terminate a telecommuting arrangement at its discretion and advance notice is not required. KCC employees may also discontinue their telecommuting arrangement at any time and for any reason.

II. Telecommuting Arrangements

- The employee or the KCC division may initiate a telecommuting arrangement.
- Rules, regulations and policies such as workers compensation, FLSA, FMLA and other laws apply to a telecommuting arrangement.
- The KCC is not responsible for operating cost, home maintenance, or other costs incurred by employees in the use of their homes or other alternate work locations for telecommuting. The KCC may provide equipment and materials needed by employees, but employees may also be authorized to use their own equipment.
- Telecommuting arrangements shall be set down in a formal, written agreement, using the Telecommuting Guidelines (see Section III) and the Model Telecommuting Agreement. KCC Human Resources shall maintain a copy of the Agreement.

III. Telecommuting Guidelines

The following are some considerations in approving telecommuting arrangements:

- The telecommuting employee must have demonstrated a sustained high level of performance and productivity.
- The employee's particular job duties do not require the employee's physical presence at the regular office nor would telecommuting harm the KCC program's efficiency.
- The employee has more than six months of service at the KCC.
- A telecommuting arrangement shall be voluntary. No employee shall be required to telecommute.
- The focus in telecommuting arrangements must be on results. The supervisor shall communicate in advance what assignments or tasks are appropriate to be performed at the telecommuting site, and what assessment techniques will be used to measure success in meeting performance standards.
- The arrangement shall include the KCC Telecommuting Agreement (attachment A).
- The telecommuter must be on-site at the KCC or in other places as necessary to attend meetings, training sessions, or similar events. Telecommuters must also remain in regular contact with their supervisor(s).
- Telecommuters must report all information technology (IT) security incidents and any work-related accidents.
- Telecommuters must be available during KCC CORE HOURS on days they are scheduled to work. CORE HOURS are 9:00 am to 3:30 pm, Monday through Friday.
- The telecommuter must work 40 hours in a single week.
- The telecommuter who is unable to work because of illness must use sick leave, and must report his or her absence to a supervisor. Likewise, the telecommuter who wishes to be relieved of responsibility for work on a particular day or days must use vacation or personal leave.

IV. Basic Standards for Telecommuter Work Sites

The following basic standards are recommended for use by each telecommuter in organizing an alternate work site. The telecommuter shall review this checklist with his or her supervisor prior to the start of telecommuting. The supervisor shall visit the telecommuter's alternate work site during scheduled hours to verify that the telecommuter is complying with these standards.

- The telecommuter must have a clearly defined and dedicated workspace with access to telephone and electrical outlets, as well as an internet connection. The alternate workspace must be kept clean, safe (particularly from fire hazards), and orderly. Supplies and equipment must be kept in good condition.
- The telecommuter must be able to provide desks, chairs, phones, etc. at the designated telecommuting site. Desks, chairs, computers, and other equipment must be of appropriate design and arranged to eliminate strain on all parts of the body, in conformance with State of Kansas or KCC guidelines, if any.
- The alternate workspace must be separate from ongoing domestic activities and distractions, and the telecommuter must provide for the security and safety of work materials.

- Emergency phone numbers (hospital, fire program, police department) must be posted at the alternate work site.
- A first aid kit, fire extinguisher, and disaster preparedness kit must be easily accessible and maintained properly as needed.

V. Temporary Change of Work Station Policy

Unlike a regular telecommuting arrangement, a temporary change of work station allows an employee to work from home when the KCC requires the skills of an employee who is unable to perform assigned tasks at their normal work station due to a medical condition or other extenuating circumstance. The employee must establish such a need before any temporary change of work station will be approved.

1. The employee will establish consent to a temporary change of work station by providing a written and signed request, using the "Request for Temporary Change of Work Station" form (attachment B).
2. Physician's Release: The employee's request (if due to a medical condition) will be accompanied by a written release from their health care provider specifically outlining the date the employee is released to work at home and any work restrictions that may still exist or apply.
3. To establish a temporary change of work station, the Division Director will submit a written recommendation to the Human Resource Director proposing the change. This recommendation will identify:
 - The specific and critical business need;
 - The lack of viable alternative options;
 - The anticipated timeframe during which the employee will work part-time from home;
 - The specific work to be performed
 - An explanation of how assigned tasks and quality will be measured; and
 - The anticipated hours per day spent performing these duties.
4. The Human Resource Director will seek approval from the commission for the request "Temporary Change of a Work Station.
5. A copy of the Commission's approval, completed "Request for Temporary Change of Work Station" form, and any medical documents will be kept on file by Human Resources.

Originated: August 28, 2013

Updated: January 2015

KCC TELECOMMUTING AGREEMENT

This agreement specifies the conditions applicable to a regular-basis telecommuting arrangement.

This agreement is between (employee name) _____, an employee of the KCC in the _____ Division of the KCC. The agreement begins on _____.

1. Days and hours when the employee is normally expected to be in the regular office are SPECIFY DAYS AND HOURS. Days and hours when the employee is normally expected to be at the alternate work site are SPECIFY DAYS AND HOURS.
2. The alternate work site is located at SPECIFY LOCATION.
3. Additional hours involving overtime at any work site must be approved in advance by the supervisor.
4. Duties and assignments authorized to be performed at this alternate work site are SPECIFY DUTIES. The supervisor reserves the right to assign work as necessary at any work site.
5. The employee agrees to maintain a safe and secure work environment.
6. The employee agrees to report work-related injuries to the supervisor at the earliest reasonable opportunity. The employee agrees to use KCC-owned equipment, records, and materials for purposes of KCC business only, and to protect them against unauthorized or accidental access, use, modification, destruction or disclosure. The employee agrees to report to the supervisor instances of loss, damage, or unauthorized access at the earliest reasonable opportunity.
7. The employee understands that all equipment, records and materials provided by the KCC shall remain the KCC's property.
8. The employee understands that his/her personal vehicle will not be used for KCC business unless specifically authorized by the supervisor.
9. The employee understands that she/he is responsible for tax consequences, if any, of this arrangement, and for conformance to any local zoning regulations.
10. The employee understands that all obligations, responsibilities, terms and conditions of employment with the KCC remain unchanged, except those obligations and responsibilities specifically addressed in this agreement.
11. This agreement can be withdrawn without notice by KCC. This agreement does not, in any manner, create a separate, enforceable employment contract nor does it alter any of the state of Kansas or KCC employment policies, rules, statutes or regulations.
12. KCC assumes no liability for injuries occurring in the staff member's home workspace outside of work hours. It is the staff member's responsibility to make sure that their

TITLE/SUBJECT: Telecommuting and Temporary Change in Work Station

Policy Number: 13-03

Page 5 of 6

homeowner's or renter's insurance covers injury arising out of, or relating to, business use of the home. Staff shall be aware that their covenants, city ordinances, rental agreements or leases might not permit business use of the premises. The KCC takes no responsibility for such issues

I hereby affirm by my signature that I have read this Telecommuting Agreement, and understand and agree to all of its provisions.

Employee signature

Date

Supervisor signature

Date

Chair signature

Date

**KANSAS CORPORATION COMMISSION
REQUEST FOR TEMPORARY CHANGE OF WORK STATION**

I, _____, am requesting a temporary change of work station that allows me to work from home for the following reason(s):

- I acknowledge that, if approved, the change of work station is temporary and may be revoked at any time by the KCC with concurrent notification to me. I further acknowledge the type of work and daily hours needed to complete this work will be determined by my supervisor after discussing it with me. This discussion will occur prior to the commencement of work. If additional work time is needed, I will immediately notify my supervisor or division director and request a supplemental determination of the type of work and daily hours.
- I acknowledge that if state equipment or material is provided this equipment or material will be used for official purposes only. As would occur in a normal work setting, I will be required to pay for misappropriation, misuse, neglect or willful destruction of state property.
- I acknowledge that this request (if due to a medical condition) must be accompanied by a written release from my health care provider which specifically states the date I am released to work at home, together with applicable work restrictions.

Signed: _____

Date: _____

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Employee Award and Recognition Program
Policy Number: 13-04

Page 1 of 3

Approved by: The Commission

Effective Date: January 2015

ELIGIBILITY: All classified and unclassified employees who are eligible for benefits. Teams and individual employees may be awarded separately, and receipt of one award does not preclude receipt of other awards for *different* recognizable activities. No employee shall be eligible to receive more than two (2) awards per year, and the maximum number of awards for which any employee is eligible is governed by K.S.A. 75-37,105.

- a. If more than one employee is recognized in an annual award category, the award is doubled and split among the employees equally.

AWARD CLASSIFICATIONS:

1. Length of Service
2. Employee of the Quarter
3. Employee of the Year

1. **Length of Service:** Recognition of notable anniversaries in service to the State of Kansas, which include at least 10, 20, 30 or 40-year anniversaries with a service pin. There is no monetary award for length of service.
2. **Employee of the Quarter:** This award goes to the Kansas Corporation Commission employee who either exemplified customer service, or whose accomplishments were so significant as to warrant such recognition.
 1. The Committee shall review nominations for the Kansas Corporation Commission Employee of the Quarter in January, April, July, and October.
 2. The employee selected as the Kansas Corporation Commission Employee of the Quarter shall receive a monetary award in the amount of \$500.
 - i. Employees may be nominated as a group for any quarter.
 - ii. If a group is awarded employee of the quarter, the award is doubled and split among the group equally.
 - iii. At least 2 awards in a fiscal year should be given to field office staff.

3. Employee of the Year:

Employee of the Year awards may be given to worthy employees in the Award Categories listed below. The employee selected in a category shall receive a monetary award in the amount of \$750.

AWARD CLASSIFICATIONS:

Distinguished Accomplishment: A notable event or achievement that is significant in scope, effort, or impact on government operations or service to citizens.

Meritorious Service: Execution of the duties of the position far beyond the service level commonly expected by the employees' customers that is of great benefit to, or reflects highly on, the agency or the state.

Innovation: Significant process improvement or removal of barriers that prevent improvement of products or services.

Kansas Quality Management: Exemplary effort focused in identifying customers and their needs; involving employees at all levels in problem solving and decision making; enabling employees to succeed via appropriate education and training; and improving processes and removing barriers to create and reinforce continuous improvement.

Volunteerism: Outstanding levels of service outside the normal work hours to a non-profit organization dedicated to service, charitable, humanitarian, or philanthropic causes.

These award categories indicate achievement **well beyond the norm**. In general, the minimum required level of achievement should not be so high as to be unattainable by employees who are generally recognized as performing in an outstanding manner, nor so low that the awards lose significance by being easily attainable.

PROCESS/PROCEDURES:

1. The Human Resource Director shall serve as the KCC Employee Award and Recognition Program Coordinator (**Coordinator**).
2. The Employee Award and Recognition Program Selection Committee (**Committee**) shall consist of the Coordinator, a Commissioner, and a third person appointed by the Management Team. The Committee shall meet at least quarterly.
3. Committee members must exclude themselves from voting if a family member, a person directly supervised by the Committee member, or the Committee member submits the nomination or is the subject of the nomination.

4. Nominations for recipients of awards shall be submitted on an Employee Award and Recognition Program Nomination Form (per Attachment A) to the Coordinator along with any supporting documentation or information. Such forms may be submitted electronically or via hard copy.
5. The Coordinator will compile all nominations received and shall be responsible for contacting the nominator or the immediate supervisor of the nominee to clarify any questions regarding the nomination or obtain additional information.
6. The Nominator will present their candidate to the Committee, along with any supporting documentation or information. The Committee shall review all nominations and determine which nominees to recommend to the Commission.
7. Upon a majority vote of the Committee, the nomination will be forwarded as a recommendation to the Commission for final approval. The recommendations will include the type and amount of the award that the Committee deems appropriate. All award categories, including the Employee of the Quarter, may be awarded with either or both a monetary or nonmonetary award.
8. The Commission shall review all recommendations from the Committee. If approved, the nominee shall receive a certificate presented by the Commission and shall be recognized in the Pipeline Newsletter in addition to the award that the employee was approved to receive.
9. The Coordinator shall maintain a record of nominations received. Committee records with supporting documentation are confidential and shall be maintained by the Coordinator, the content of which includes the outcome of each nominator/nominee.
10. The Kansas Corporation Commission Employee Award and Recognition Program shall be supported by moneys appropriated and available for operating expenditures of the agency or from other funding sources as appropriated.
11. All awards and recognition provided under this program shall meet the conditions for a discretionary bonus set out in 29 CFR 778.211.
12. The Committee shall be responsible for promoting the program among the Kansas Corporation Commission workforce, and periodically evaluating its effectiveness.
13. All Committee members shall maintain the integrity of the process by maintaining strict confidentiality with regard to all matters brought before the Committee.
14. The Commission, or their designee, will make each award presentation.

**Kansas Corporation Commission
Employee Award and Recognition Program Nomination Form**

Date: _____

Nomination ID Number: _____

Nominee Information

Name:

Job Title:

Division/Unit:

Supervisor Name:

Nominator Information

Name:

Relationship to Nominee:

Award Categories: Please mark the category for nomination.

____ Employee of the Quarter

____ Meritorious Service

____ Innovation

____ Kansas Quality Management

____ Volunteerism

____ Distinguished Accomplishment

Please provide an explanation as to why this nominee should be selected for the award category marked above. Also indicate if additional supporting documentation is attached.

Supporting Documentation Attached: Please list below.

Program Coordinator Section

Date Nomination Received:

Date Forwarded to Selection Committee:

Award given: Yes No If yes, please list award: _____

Program Coordinator Signature & Date: _____

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Employee Concealed Handgun Policy
Policy Number: 13-05

Approved by: The Commission

Effective Date: January 2015

Purpose:

It shall be the policy of the Kansas Corporation Commission (KCC) that employees who are licensed and permitted by law and who choose to carry concealed weapons in accordance with the Personal and Family Protection Act (K.S.A. 2014 Supp. 75-7c01 *et seq.*), may do so only in accordance with the conditions contained herein.

Policy:

Employees working in KCC offices who are licensed to carry concealed handguns are permitted to carry concealed handguns subject to the following conditions:

1. If the KCC is not the sole tenant of the building, KCC employee concealed carry shall be permitted only in accordance with building policy. It is the Employee's responsibility to abide by all laws pertaining to the Employee's Concealed Carry Handgun License (CCHL).
2. Firearms must be completely concealed at all times and must always be in the immediate control of the employee. Employees may not leave their firearms in or on their desks or workstations or in purses/bags or other storage containers left behind in their offices.
3. No displaying of firearms will be tolerated.
4. Employees who visit locations other than state owned or leased facilities must abide by the concealed carry laws and relevant policies regarding the transportation and carrying of weapons.
5. Any questions regarding the applicability this policy or of concealed carry laws shall be directed to the Human Resources Director.

Procedure:

Prior to carrying a concealed handgun in a State owned or leased building in accordance with State law, employees shall provide verification that they possess a valid Concealed Carry License by providing a copy of the license to the appropriate Human Resources administrator in that employee's work reporting location.

Pursuant to K.S.A. 45-221, the Commission shall not disclose the name, home address, zip code, e-mail address, phone number or cell phone number, or other contact information of any person licensed to carry a concealed handgun under the Personal and Family Protection Act, K.S.A. 2014 Supp. 75-7c01, in response to a request under the Kansas Open Records Act.

Originated: July 3, 2013
Updated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: IT Security Awareness Training
Policy Number: 14-01

*Page 1 of 2

Approved by: The Commission

Effective Date: January 2015

Purpose:

To ensure all KCC employees receive IT Security Awareness Training annually, as required by Kansas Information Technology Executive Council Policy 7400, Section (6.2).

Policy:

Each person employed by the KCC or third parties having access to the KCC secure network shall participate in IT Security Awareness Training annually. New employees must participate in the training in their first month at the KCC.

Procedure:

1. On an annual basis, KCC employees and third parties having access to the KCC secure network shall complete the Security Awareness Training offered by the Kansas Enterprise Security Office. Employees can take the training anytime during the year, but it must be completed by November 1st.
2. The Security Awareness Training is included on the Performance Review Form under the Task Objectives.
3. Human Resources shall send reminders of this policy and links to the online training annually to all employees.
4. Once employees complete training, they must print a copy of the course completion certificate and deliver it to Human Resources.
5. Employees or third parties having access to the KCC secure network shall sign a declaration* that they have completed the training, understand the purpose of the training, have an understanding of the principles covered in the training and that they intend to abide by the principles covered in the training. The signed declaration shall be filed with Human Resources at the same time as the course completion certificate.

*Page 2 is the Employee Declaration on Security Awareness Training form.

Originated: October 02, 2014

Updated: January 2015

**Kansas Corporation Commission
Employee Declaration on
Security Awareness Training**

Kansas Corporation Commission requires all employees and third parties having access to the KCC secure network, to complete Security Awareness Training annually, and new employees to complete Security Awareness Training within their first month of employment.

Security Awareness Training ensures that users of the KCC's information systems understand the security implications of their actions and increases the likelihood that information system security shall not be breached, either intentionally or unintentionally.

By signing below I declare that I:

- have completed the Security Awareness Training;
- understand the purpose of the training;
- understand the principles covered in the training, and if I do not understand the specifics of the training it is my responsibility to contact IT for further clarification; and
- intend to abide by the security principles covered in the training.

Signature

Printed Name

Date

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Professional Conduct Policy
Policy Number: 15-01

Approved By: The Commission

Effective Date: January 2015

The Kansas Corporation Commission sets high expectations for the conduct of its employees. As a condition of employment, all KCC employees are to conduct themselves in a professional and respectful manner toward their co-workers, professional colleagues outside the KCC, and the public served by the agency. Unprofessional, insulting, demeaning or threatening behavior in the workplace will not be tolerated.

In particular, KCC employees shall not engage in or tolerate any form of conduct that singles out or demonstrates hostility or aversion toward another individual because of race, color, religion, sex, sexual orientation, gender identity, age, national origin or disability. Unprofessional, insulting, demeaning or threatening behavior may include slurs, telling or circulating jokes or sharing inappropriate materials, no matter the perpetrator's intent.

Additionally, the KCC will not tolerate inappropriate conduct that by itself does not rise to legally definable harassment. The Kansas statutes set forth personal conduct that may be grounds for disciplinary action up to and including suspension, demotion and dismissal. Specifically:

K.S.A. 75-2949e(a)(4): "failure to maintain satisfactory and harmonious relationships with the public and fellow employees;"

K.S.A. 75-2949f(f): "participation in any action that would in any way seriously disrupt or disturb the normal operation of the agency, institution, department or any other segment of state government;"

K.S.A. 75-2949f(p): "exhibiting other personal conduct detrimental to state service which could cause undue disruption of work or endanger the safety of persons or property of others, as may be determined by the appointing authority."

Employees who experience or observe conduct they believe to be contrary to this policy shall immediately report that conduct to their supervisor, Division Director or the Human Resources Director. Instances of inappropriate conduct observed by or reported to supervisors and/or Directors must be immediately reported to the Human Resources Director for investigation.

It shall be contrary to this policy to retaliate against any person who files a complaint, appears as a witness or provides information in the investigation of a complaint. Any employee who has been found in violation of this policy may be subject to appropriate disciplinary action, up to and including, termination.

Originated: January 2015

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

TITLE/SUBJECT: Sexual Harassment
Policy Number: 15-02

Approved by: The Commission

Effective Date: January 2015

I. Purpose and Overview

The Kansas Corporation Commission (KCC) seeks a healthy and flourishing work environment. Thus, the KCC is committed to providing a workplace that is free from sexual harassment. Sexual harassment in the workplace is not only against the law, but disrupts and interferes with employee well-being and work performance. Therefore, the KCC's objective in implementing and enforcing this policy is to define workplace sexual harassment, prohibit it in all forms, provide procedures for lodging complaints about conduct that constitutes sexual harassment, and carry out appropriate disciplinary measures in the case of violations. Failure to comply with this policy will result in corrective action up to and including termination from employment with the KCC.

II. Sexual Harassment: What is Prohibited

Prohibited conduct includes, but may not be limited to, the following:

- (1) Threats or insinuations, either explicit or implicit, that any person's refusal or willingness to submit to sexual advances will affect the actual or potential terms or conditions of employment;
- (2) Offensive sexual comments, whether actual or suggestive;
- (3) Unwelcome sexual advances or requests for sexual favors or other verbal or physical conduct of a sexual nature where such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment;
- (4) Unwanted gestures, or unwelcome physical contact or conduct of any kind, including flirtation, sexual suggestion, proposition, physically impeding or blocking movements, touching (patting, pinching, hugging, repeated brushing against another employee's body), or any physical interference with normal work;
- (5) Demeaning, insulting, intimidating or suggestive comments about an individual's dress, body, attitudes, behavior, or relationships;
- (6) Display in the workplace of demeaning, insulting, intimidating or sexually suggestive objects or pictures; and/or

- (7) Demeaning, insulting, intimidating or sexually suggestive written, recorded or electronically transmitted messages.

Sexual harassment also includes:

- (1) Supervisory or managerial failure to take corrective action when such supervisor or manager knows, or reasonably should have known, that an individual under his or her supervision is being sexually harassed, or
- (2) Retaliation by any employee against an individual who complained of sexual harassment, or who testified on behalf of someone who made a complaint, or who assisted or participated in any manner on behalf of a complainant in a sexual harassment investigation, proceeding or hearing.

III. Guidelines for Reporting Sexual Harassment and Investigations

The KCC will take seriously and fully investigate all allegations and/or complaints of sexual harassment. Corrective or disciplinary action, including reprimand, suspension, demotion and dismissal from employment will be taken as warranted.

- A. Any employee who believes he or she has been the subject of sexual harassment should firmly and clearly tell the person engaging in the harassing conduct that it is unwelcome, offensive and should stop at once.
- B. Any employee who believes he or she has been the subject of sexual harassment as defined above shall report the alleged act immediately to his or her supervisor, director, or the Human Resource Director. Notifying a co-worker is not sufficient as that individual may or may not be in a position to take necessary action.
- C. In order to ensure an adequate investigation is conducted regarding the allegation of sexual harassment, employees are urged to provide specific and detailed information about the harassment they believe is occurring or has occurred.
- D. A complaint or report of sexual harassment may be made by any employee, to any of the appropriate KCC authorities noted above, in writing or verbally, by regular mail, by electronic mail, by facsimile, in person or by telephone.
- E. A complaint or report of sexual harassment may be made by any employee anonymously. The fact that the identity of a victim is not known shall not preclude investigation of the complaint or report, if adequate information is available to conduct an investigation.
- F. Any employee, supervisor or management level personnel having knowledge of possible sexual harassment must notify the Human Resource office immediately. The Human Resource Director will then begin a confidential investigation into the allegation(s).

- G. Upon completion of a thorough investigation, the Human Resource Director, legal counsel, and the Commission will determine the appropriate action to be taken. Any actions taken toward an individual employee will be confidential, and all materials pertaining to the investigation will be maintained by the KCC in a confidential file.

IV. Conclusion

The KCC will not tolerate sexually harassing behavior. All employees are expected to review and abide by this policy. In addition to becoming familiar with this policy, all KCC employees must complete on a yearly basis the Sexual Harassment training.

This policy has been developed pursuant to Title VII of the Civil Rights Act of 1964, the guidelines on sex discrimination issued by the EEOC, and the Governor's Executive Order No. 03-13.

**KANSAS CORPORATION COMMISSION
AGENCY EMPLOYEE POLICY**

Title/Subject: Issuance and Return of KCC Property and/or Equipment

Policy Number: 15-03

Effective Date: January 2015

Purpose: To provide uniform guidelines for the issuance and return of KCC property and/or equipment upon the termination, resignation, or retirement of an employee. Other Agency Employee Policies more thoroughly outlining acceptable use and conditions relevant to specific types of KCC property and/or equipment shall apply in addition to this policy.

Policy:

1. Definitions

“KCC Property and/or Equipment” includes all forms of property owned by the KCC, including but not limited to laptop computers, tablets, printers, scanners, copiers, iPads, smartphones, iPhones, MYFI, cellular phones, inspection equipment, electronic key card/identification badge, and building keys.

2. Issuance of KCC Property and/or Equipment

KCC Property and/or Equipment issued to employees shall be recorded using the attached Check Out Form. A copy of the Check Out form shall be maintained in the Employee’s official personnel file.

3. General Obligations of Employee

In addition to any specific use requirements outlined in other Agency Employee Policies, each employee shall:

- use KCC Property and/or Equipment only for the purpose for which it was designed;
- ensure that KCC Property and/or Equipment is used in accordance with any relevant operating instructions or procedures;
- not deliberately damage KCC Property and/or Equipment;
- not place KCC Property and/or Equipment in circumstances in which it could be stolen or damaged; and
- inform the Human Resources office immediately if any KCC Property and/or Equipment is lost or stolen.

4. Return of KCC Property and/or Equipment

Upon resignation, termination, or direction from the Employee’s supervisor, the Director of Human Resources, or the Commission, Employees shall return all KCC Property and/or Equipment to the Employee’s supervisor or the Director of Human Resources. KCC Property and/or Equipment not returned to the KCC shall result in the value of the property, or the cost to re-key building locks, if applicable, being assessed against the Employee and considered a lien and setoff by the state agency against such Employee’s unpaid wages or salary, as provided by K.S.A. 75-3225.

5. Damage to KCC Property and/or Equipment

Any damage to KCC Property and/or Equipment resulting from the Employee’s serious and willful misconduct, criminal activity, a breach of the obligations as outlined in this policy, or Employee use of KCC Property and/or Equipment for a non-work related purpose shall result in the Employee being assessed the costs to repair or replace the KCC Property and/or Equipment. Failure to repay such costs shall be considered a lien and setoff by the state agency against such Employee’s unpaid wages or salary, as provided by K.S.A. 75-3225.

Originated: January 2015

KANSAS CORPORATION COMMISSION

PROPERTY AND/OR EQUIPMENT CHECK OUT FORM

This form shall be used to record the issuance and return of KCC Property and/or Equipment pursuant to Policy No. 15-03. A copy of this form shall be retained in the Employee's personnel file.

Employee Name: _____

Item(s) Checked Out	Identification Number	Date Checked Out	Date Checked In	Initials Employee HR	

Employee Acknowledgement

I, _____, understand this property and/or equipment is owned by the KCC, and it is my responsibility to return the above-listed property upon my resignation, termination, or upon direction from my supervisor, the Director of Human Resources, or the Commission, whichever occurs first. I further understand that failure to return KCC property and/or equipment can result in the value of the property, or the cost to re-key building locks, if applicable, being assessed against me and considered a lien and setoff by the state agency against my unpaid wages or salary.

Employee Signature

Date