

**CONTINUITY OF OPERATIONS
(COOP)
HUMAN RESOURCES
Reference Guide**



August 25, 2009

Mark Parkinson, Governor
George Vega, Director of Personnel Services, Dept. of Administration

TABLE OF CONTENTS

Essential Functions and Staffing

- I. Identifying Mission Essential Functions
- II. Establish Staffing and Resource Requirements
- III. Staffing Changes Impact on Compensation:
- IV. Hiring Employees
- V. Temporary Employment Contracts
- VI. Labor Relations
- VII. Data Collection

Telecommuting

Human Resource Policies

- I. Leave Usage
- II. Leave Cancellation
- III. Hours of Work and Flexible Work Schedules
- IV. Public Health Emergency Policies
- V. Infection Control
- VI. Health Insurance
- VII. Employee Assistance Program
- VIII. Summary of Benefits for Unemployed Workers

Communication

Attachments

- A. DPS Bulletin 08-04
- B. Telecommuting Checklist
- C. DPS Bulletin 09-03

Introduction

Introduction to Continuity of Operations

The purpose of this reference guide is to provide technical assistance on human resource topics to State of Kansas executive branch agencies. Executive branch agencies should use the information contained in this guide during the development of their agency specific Continuity of Operations Plans (COOP) to ensure the continuation of internal critical services should buildings/facilities and support infrastructure (staff, Information Technology, and business systems) become unusable or unavailable. This document is not intended to include all functions and agency responsibilities for external public health and safety concerns that are represented in other State of Kansas Emergency Operation Plans.

In the event a COOP emergency is declared in the State of Kansas, Agency COOP representatives will be the central points of contact for state employees. State agencies will be required to determine which workers are essential, how payroll will be processed, what leave options will be granted, and how various staffing issues will be addressed. The following information should be used by state agencies to evaluate against their current COOP plan. The topics included in this reference guide are not all inclusive, but represent examples of topics that state human resource offices should consider when planning for a COOP event.

Essential Functions and Staffing

Essential functions are those that enable an organization to provide vital services, exercise civil authority, maintain the safety of the general public and sustain the industrial and economic base. In short they are the agency's mission-essential functions that must continue with minimal or no disruption.

I. Identifying Mission Essential Functions

In planning for COOP activation, it is important that each agency establish priorities before an emergency to ensure that the employees who are defined as essential can complete mission-essential functions that are critical to the overall operation of your agency and that support emergency response efforts within State of Kansas. Each agency will need to ensure that mission-essential functions can continue or resume as rapidly and efficiently as possible during an emergency. Any task not deemed mission-essential must be deferred until additional personnel and resources become available.

Agencies may refer to staffing models that may already be in place for declarations of inclement weather and holiday staffing as a guide to help identify mission-essential functions that can be performed with minimal staffing.

As a general guide, agencies should identify mission essential functions (from highest to lowest priority) that must be performed based on the following levels of severity:

- A. functions that must be performed given a one day disruption;
- B. functions that must be performed given a disruption greater than one day, but less than one week; and,
- C. functions that must be performed given a disruption of greater than one week, but less than one month.

Ideally all functions should be restored to normal levels after 30 days of emergency operations.

II. Establish Staffing and Resource Requirements

To ensure that the mission-essential functions referenced in Section I above are effectively continued with minimal interruptions, it is imperative that each function have qualified staff assigned to them. The employees that are identified to carry out your mission-essential functions should have all necessary qualifications. Each agency should determine if employees that are currently performing these mission-functions hold special certifications or licenses. If no additional existing employees hold these certifications, agencies should make arrangements to

ensure other employees in your agency obtain the necessary certifications or make arrangements to obtain these services from other entities.

Lines of succession should be defined at all levels of your organization to ensure continuity of mission-essential functions. It is recommended that each agency provide successions to a minimum depth of three at any point where policy and directional functions are carried out. Agencies should make arrangements to cross-train employees to ensure appropriate lines of succession will be in place.

Each level of your organization should pre-delegate authorities for making policy determinations and decisions. All such pre-delegations will specify what the authority covers, what limits may be placed upon exercising it, who (by title) will have the authority, and under what circumstances, if any, the authority may be delegated.

It is likely that during a COOP event certain occupational categories such as health care workers and law enforcement will be in high demand. Agencies should take this into consideration when you are evaluating your staffing requirements.

Agencies with grant, federal or other special funded positions should ask the federal agency or organization providing the grant for guidance in the event of a disaster and emergency. Specifically, to address options for keeping employees in pay status if the work they are performing is determined to be non-essential and the grant only allows the work that was being performed to be funded.

III. Staffing Changes Impact on Compensation

To ensure that your agencies mission-essential functions are covered it may require you to assign employees work of a lower level classification due to a high level of absences. Pursuant to K.A.R. 1-4-7 employees may perform the work of lower level classifications with no impact to their current job classification provided the employee is still responsible for their current job as well. If the employee is no longer performing any of their higher level duties the agency appointing authority has the flexibility to reallocate the position to a lower classification.

Employees may also be required to perform the work of a higher level classification. Pursuant to K.A.R. 1-6-29 any agency appointing authority may temporarily assign an employee to perform the duties of another position on the basis of an acting assignment if the incumbent is unable to perform the duties for 30 days or more. Periods of less than 30 days are not considered unreasonable and the employee would remain in their existing job classification.

IV. Hiring Employees

Agencies may need to bring on new employees if they are unable to find existing state employees to staff their mission-essential functions. Agencies have the authority to recruit and hire employees. Classified temporary positions may be filled immediately and without competition at the discretion of the agency appointing authority. In accordance with K.A.R. 1-6-2, agencies must post a job requisition on the central notice of vacancy report administered by the Division of Personnel Services for all classified regular positions unless a waiver is approved by the Director of Personnel Services (DPS). During **certain** COOP emergencies the Director of Personnel Services will notify agencies that DPS will waive the requirement for agencies to post 'Mission-Essential' classified regular job vacancies so that agencies may quickly recruit and fill these positions.

Approval to fill certain unclassified positions in the Executive Branch of government is given by the Office of the Governor. This process will also be addressed during the designation of certain COOP emergencies and agencies will be notified how to proceed during these events.

V. Temporary Employment Contracts

To assist agencies with finding additional qualified employees during COOP events agencies may utilize the statewide Temporary Employment Services Contract (Number 08807). The State has contracted with temporary employment providers across the State to give agencies the ability to quickly hire and place temporary employees. The contract can be located at www.da.ks.gov/purch and then search for the 'Temporary Employment Services' contract.

The State will look for ways to incorporate standardized language into procurement documentation to advise vendors doing business with the State of Kansas that they are expected to be prepared in the event of a COOP Emergency.

VI. Labor Relations

Most labor agreements contain some provisions which address emergency situations. Agencies should review these provisions in preparing for and responding to emergency situations. Additionally, K.S.A. 75-4326 provides, in part, that nothing in the Kansas Public Employer-Employee Relations Act is intended to circumscribe or modify the existing right of a public employer to take actions as may be necessary to carry out the mission of the agency in emergencies.

Information regarding Labor Relations may be found on the following website:

<http://www.da.ks.gov/ps/subject/labor/laborrelations.htm>

75-4326. Existing rights of public employer not affected. Nothing in this act is intended to circumscribe or modify the existing right of a public employer to:

- (a) Direct the work of its employees;
- (b) Hire, promote, demote, transfer, assign and retain employees in positions within the public agency;
- (c) Suspend or discharge employees for proper cause;
- (d) Maintain the efficiency of governmental operation;
- (e) Relieve employees from duties because of lack of work or for other legitimate reasons;
- (f) Take actions as may be necessary to carry out the mission of the agency in emergencies; and
- (g) Determine the methods, means and personnel by which operations are to be carried on.

History: L. 1971, ch. 264, § 6; March 1, 1972.

VII. Data Collection

The Division of Personnel Services, Department of Administration (DPS) will utilize data stored in the Statewide Human Resource and Payroll System (SHARP) to monitor the volume of employee absences and to assist agencies who may be looking for available staff in the event of a COOP emergency. DPS staff members will use existing communication methods such as the SHARP infolist and human resources and agency head e-mail lists to distribute information.

Telecommuting

The State of Kansas encourages Executive Branch agencies to develop telecommuting policies to enhance the ability to quickly implement social distancing of your mission-essential employees when a COOP event such as a Pandemic Influenza outbreak occurs. To facilitate the implementation of agency specific telecommuting plans the Division of Personnel Services recently implemented DPS Bulletin Number 08-04 which is included as part of this reference guide and labeled Attachment A.

Telecommuting is generally defined as working one or more days at home and communicating with the office by phone, fax and computer. Success of a telecommuting arrangement depends on a realistic assessment of the alternate work space and the ability of the employee to successfully complete their work in this environment.

DPS Bulletin 08-04 provides a general framework for Telecommuting policy development in Executive Branch State agencies. It does not attempt to address the unique needs of all individual agencies. When developing a telecommuting policy, an agency should consult with its legal counsel to determine if the language meets the agency's specific needs.

The Division of Personnel Services recognizes that telecommuting is not appropriate for all employees. No employee is entitled to, or guaranteed the opportunity to, telecommute. Offering the opportunity to work at home is an individual agency's option. As you develop your agency specific policy you may want to address how your Telecommuting policy will work during normal operational levels and during specific COOP events such as a Pandemic Influenza outbreak to ensure you have built in the necessary flexibility to handle both of these situations.

In order to assist you with the development of your agency specific telecommuting plan we have included a checklist of items for you to consider. The Checklist is labeled Attachment B and can be found at the back of this reference guide.

Human Resource Policies

During a COOP event, only mission-essential employees will be expected to report to work. Non-mission essential employees will be instructed to stay at home until their skills are needed. Immediately following a COOP event, non-essential employees may be relieved of duty temporarily, may be reassigned duties or may be assigned to an alternate work site. Non-mission essential employees who are instructed to remain at home during the initial days of a COOP event will remain in pay status. Each individual agency will determine how long to keep the employees in pay status.

Existing State of Kansas policies have been reviewed and the following information is provided so that each agency has a baseline to include in your agency specific COOP plans.

I. Leave Usage

Employees are able to use a variety of forms of paid leave to cover their absences during a natural disaster, related to illness or due to lack of access to their work location. The type of leave available varies depending on the event. Agency appointing authorities have the ability to designate Administrative Leave pursuant to K.A.R. 1-2-74 for any duration of time if they determine granting the leave is in the best interest of the state. Agencies should include guidelines for the types of events that administrative leave will cover as well as the duration in their agency COOP plans.

Other forms of paid and unpaid leave available to eligible state employees are as follows:

1-9-4 Vacation Leave

1-9-5 Sick Leave

Inclement Weather

1-9-24 Disaster Service Volunteer Leave – Used for employees who are called by the American Red Cross and the employee is certified to serve in the relief efforts.

1-9-7c Military Leave – Each employee in a regular position who is a member of the State of Kansas National Guard shall be granted military leave with pay for the duration of any official call to state emergency duty.

1-9-6 Leave without Pay

COOP emergencies declared due to a public health threat may enable the employee to be covered by the provisions of the Family Medical Leave Act. DPS Bulletin No. 09-03 provides State agencies guidelines on the provisions of the Family Medical Leave Act as it applies to State of Kansas Employees. A

copy of DPS Bulletin 09-03 is labeled as Attachment C and is included at the back of this document.

The State of Kansas also offers a shared leave program pursuant to K.A.R. 1-9-23 to benefit eligible employees who have exhausted all sick and vacation leave due to illnesses determined to be serious or life threatening.

Eligible employees who have worked continuously for the State of Kansas for at least six months and who have exhausted all paid leave may apply for Shared Leave for an employee's own qualified health condition, or for a family member's qualified health condition. An employee receiving workers compensation for the same injury/illness is not eligible for shared leave.

The Shared Leave program is centrally administered by the Division of Personnel Services within the Department of Administration.

II. Leave Cancellation

In the event of a declared emergency or COOP event each agency has the authority to cancel planned vacations and may also require employees to work through holidays if they are needed at the work site.

III. Hours of Work and Flexible Work Schedules

Agency appointing authorities may require each employee to work those hours that are necessary for the efficient conduct of the business of the state pursuant to K.A.R. 1-9-1. This also includes the ability for the designation of shifts and flexible work schedules within the standard forty-hour work week. Agencies should include guidelines in their agency specific COOP plans for types of work schedules that exist or will be put into place in the event of a COOP emergency.

IV. Public Health Emergency Policies

In the event of a COOP emergency related to a Pandemic or other public health emergency it may become necessary to require employees to receive medical assessments and to make other policy changes to deal with this specific COOP event. The Governor, based on recommendations of the Secretary of the Kansas Department of Health and Environment, will have the authority to declare a health or medical emergency for a portion or all of the State of Kansas. This declaration may be in force up to 15 calendar days and may be extended by the Kansas Legislature.

The declaration may involve establishing criteria to screen employees at state agencies and/or state operated facilities for symptoms of a contagious outbreak along with a directive for state agencies to reduce their operations to mission essential functions. Personnel that are determined to have symptoms of a contagious nature shall not be allowed into a state office of facility. The head of the state agency shall develop and implement standards to transition back to normal operations after the declaration is terminated or expires.

If an employee reports to work, but does not pass the medical assessment, the employee will be sent home utilizing sick or vacation leave. If the employee calls in sick, then they will remain in pay status utilizing available sick leave or annual leave.

Current regulations allow agency appointing authorities the ability to require an employee to use paid leave when they have reason to believe the employee cannot perform their duties because of illness or disability pursuant to K.A.R. 1-9-5(f). Although an appointing authority may request a written release by a licensed health care or mental health care professional ultimately responsible for the patients' health care before the employee is allowed to return to work, this is not recommended. In a pandemic flu environment, health care workers will be overburdened and a doctor's office or ER waiting room would be full of very ill people.

The only exception to this general policy is as part of social distancing, employees are instructed not to come to work, employees will be provided with administrative leave. This will be much like the inclement weather policy.

The State of Kansas may suspend travel during a pandemic event. Travel restrictions will be communicated to State employees as part of the declaration from the Governor and via other forms of communication discussed in this document.

IV. Infection Control

Certain COOP emergencies such as a Pandemic will require agencies to have mechanisms in place to help mitigate the risk of their employees' exposure to the disease. Employee risk will vary depending on whether or not their jobs require them to come in close proximity to people infected with the pandemic influenza virus or if the employee has repeated contact with known sources of a pandemic influenza virus. The Occupational Safety & Health Administration (OSHA) of the U.S. Department of Labor has developed a document titled: Guidance on Preparing Workplaces for an Influenza Pandemic. The document can be found at www.osha.gov/Publications/influenza_pandemic.html

Each agency should conduct a risk assessment of your employees to determine their risk level based on the type of work they perform. Agencies should ensure

that infection control measures are in place to limit the exposure of the pandemic influenza to your employees in high-risk occupations. OSHA has defined the following four risk categories to use in your assessment.

- *Very high exposure risk* occupations are those with high potential exposure to high concentrations of known or suspected sources of pandemic influenza during specific medical or laboratory procedures.
- *High exposure risk* occupations are those with high potential for exposure to known or suspected sources of pandemic influenza virus.
- *Medium exposure risk* occupations include jobs that require frequent, close contact (within 6 feet) exposures to known or suspected sources of pandemic influenza virus such as coworkers, the general public, outpatients, school children or other such individuals or groups.
- *Lower exposure risk (caution)* occupations are those that do not require contact with people known to be infected with the pandemic virus, nor frequent close contact (within 6 feet) with the public. Even at lower risk levels, however, employers should be cautious and develop preparedness plans to minimize employee infections.

Employers of critical infrastructure and key resource employees (such as law enforcement, emergency response, or public utility employees) may consider upgrading protective measures for these employees beyond what would be suggested by their exposure risk due to the necessity of such services for the functioning of society as well as the potential difficulties in replacing them during a pandemic (for example, due to extensive training or licensing requirements).

Protective Equipment:

It is the responsibility of each agency to provide personal protective equipment for its mission essential employees to perform their work assignments. Agencies should work with the Department of Administration, Division of Purchases to ensure they are procuring personal protective equipment at the best price.

Standards for personal protective equipment will be determined by the Kansas Department of Health and Environment, the CDC or local health organizations. Agencies should purchase hand sanitizer and other protective equipment in advance of the actual declaration of an emergency to ensure there will be a sufficient supply for mission-essential employees should the actual need arise.

Controlled Access to Buildings:

In the event the Governor has declared an emergency and/or a COOP event has occurred it may become necessary to restrict and control access to State owned buildings to a single point of entry. In building(s) of the Capitol Complex where a COOP event or emergency has been declared by the Governor, Capitol Police will change the secured access on employee key cards to a single point of entry

into the building(s). In all other buildings, local authorities determine the most appropriate method(s) of controlling access.

VI. Health Insurance

Health insurance will not be affected if employees are in pay status. Agencies should attempt to keep employees in pay status as long as it is fiscally reasonable for their agency. Each agency will determine how long to keep their employees in pay status.

In addition, employees will continue to be provided health insurance if they are covered under the Family and Medical Leave Act for a period of 12 weeks. Specific information regarding employee health insurance benefits may be found at <http://www.khpa.ks.gov/sehp/default.htm>

The State will look for ways to incorporate standardized language into procurement documentation to advise vendors doing business with the State of Kansas that they are expected to be prepared in the event of a Public Health Emergency.

VII. Employee Assistance Program

The State of Kansas Employee Assistance program is an additional resource to assist eligible employees who may be experiencing a personal crisis due to the impacts of COOP related emergencies and may need access to mental health and social services.

The **LIFELINE** Employee Assistance Program (EAP) is a special service provided for State of Kansas benefits eligible employees and their dependents at no charge. **LIFELINE** provides information, short-term counseling, advice, and referrals from licensed professionals. Eligible employees access the program by dialing a toll-free number (1-800-284-7575) that is available 24 hours a day, seven days a week.

LIFELINE EAP counselors are available to provide short-term counseling (up to four sessions per issue) and/or referral for the concerns that affect most employees. A few of the most common examples include the following:

- Marriage and relationship concerns
- Family and parenting questions
- Domestic violence
- Emotional and stress related issues
- Alcohol and drug problems
- Grief and loss
- Work related concerns
- Childcare Information and Referral

- Eldercare Information and Referral
- Financial Counseling

VIII. Summary of Benefits for Unemployed Workers

Certain COOP emergencies could result in the loss of State jobs depending on the duration of the event. Pursuant to K.A.R. 1-14-7 as established by K.S.A. 75-2948, as amended, the reasons for proposing a layoff shall be limited to:

- (1) a shortage of work or funds;
- (2) the reinstatement of an employee returning from authorized leave; or
- (3) the abolition of a position or other material change in duties or organization.

In the event your agency has to conduct a layoff, the following summary of benefits may be provided to your employees so that they are aware what benefits are available upon unemployment.

Summary of Benefits:

Unemployment Benefits

Following a one-week waiting period, if you are able and available to work, you may be eligible for weekly unemployment benefits for up to 26 weeks. To avoid any delay of benefit payments, it is extremely important that you file your claim for unemployment benefits as soon as possible following your last day at work. For additional information concerning unemployment benefits, you should call your local Job Service Center.

Accumulated Leave

On your final paycheck, you will be paid for the maximum allowed accumulated vacation leave and compensatory time credit in addition to your earned biweekly or hourly pay. You will not be paid for any accumulated sick leave or for any holidays occurring after the effective date of your layoff. You will need to contact your human resource office as soon as possible if you wish to change your exemptions or withholding for income tax purposes on your final paycheck.

LIFELINE-Employee Assistance Program

A counselor is available 24-hours a day for help in dealing with personal or family problems related to your layoff. This service will be available to you and your immediate family through the last day of the month in which you work. The toll-free number for LIFELINE is 1-800-284-7575.

Health Plan

If you are currently enrolled in the State's health plan, your coverage will end the last day of the month in which you work. Following your last day at work, you will be sent a letter to your home address offering you 18 months of health insurance coverage under COBRA. You will be responsible for paying the full cost of the coverage, which will include both the share you paid as an active state employee, and the share the State of Kansas paid as the employer. Your human resource office also has information on COBRA rates.

KPERS – Retirement

If you are currently contributing to KPERS through payroll deduction, your final deduction will be made from your last paycheck.

If you are vested in KPERS (5 years or more of credited service), you have the option of leaving your contributions with KPERS. Your contributions will continue to accrue interest and you will be eligible for retirement benefits upon reaching retirement age. You may also choose to make application for withdrawal of accumulated contributions. It will take approximately six weeks from the time all documentation is received in the retirement system office to process the withdrawal. Amounts withdrawn may be subject to federal income taxes.

If you are not vested in KPERS (less than 5 years of credited service), you may choose to make application for withdrawal of accumulated contributions (see above). If your contributions are not withdrawn, your KPERS membership will be protected for 5 years. Interest will continue to be credited and should you be employed in a covered position within that 5-year period, your participation in KPERS would be immediate. If you do not return to covered employment and do not withdraw your contributions, your contributions will revert to the employer's reserve at the end of the 5-year protection of membership. However, a special application can be made to the board of trustees to withdraw your contributions. Please contact your human resource office for details.

Group Life Insurance

If you are employed in a benefits eligible position, you are covered by group term life insurance through KPERS through the last day of the month in which you work. Coverage equals 150% of your current annual rate of compensation. You do have the option of converting the group life insurance into an individual policy at your cost. A completed conversion form must be submitted as soon as possible after your last day at work. The first month's premium payment, along with an application, must be received within 31 days of your last workday. Rates will be at a higher rate, however you will not be required to show proof of good health. Your human resource office will have the required forms.

Optional Group Life Insurance

If you are currently enrolled in optional group life insurance, your coverage will end the last day of the month in which you work. You may convert to an individual term life insurance policy, at your cost. You will need to complete a conversion information form and send it to KPERS. An application and the first month's premium must be received within 31 days from your last day at work. Your human resource office will have the required forms.

Deferred Compensation

If you are currently participating in deferred compensation, your final deduction will be made from your last paycheck. You may also choose to end your participation prior to your final paycheck. You will need to contact your ING Financial Advisor representative to make this change. The telephone number for ING Financial Advisors is 1-800-232-0024 outside Topeka or (785) 296-7095 in Topeka.

Following your last day at work, you will be eligible to withdraw funds contributed to deferred compensation. Distribution will be taxable (20% federal; 5% State of Kansas) as ordinary income. You will need to contact your ING Financial Advisors representative to obtain the needed forms to withdraw your contributions. You also have the option of leaving your contributions in your account. You will not be able to make any additional contributions to the account, but the account will continue to accumulate interest on a tax-deferred basis until retirement. In addition to accruing interest, you will have the opportunity to transfer your contributions over to a new employer on a tax-deferred basis, if your new employer qualifies to sponsor deferred compensation plans.

All participating employees are strongly encouraged to contact their ING Financial Advisors representative in the event of being laid off.

KanElect Flexible Spending Accounts

If you are currently enrolled in either of the two flexible spending accounts (FSA), your participation will end effective the end of the month in which you worked your last day.

For Health Care FSA you will have until March 31st following the end of the plan year to file claims which were incurred up to the end of the month in which you were laid off. Coverage may be extended on an after-tax basis if you elect continuation of health care coverage under COBRA.

For Dependent Care you will have until March 31st following the end of the plan year to file claims which were incurred up to the end of the plan year as long as IRS guidelines are met.

Savings Bonds

If you currently have a payroll deduction for savings bonds, your final deduction will be made from your last paycheck. You will need to contact your human resource office if you choose to end your participation prior to your final paycheck. Savings Bonds will be issued as usual, however, if following your layoff there are not enough funds to issue your last bond, any excess amount will be refunded to you.

Organization Dues

If you currently have payroll deductions for organization dues, the final deduction will be made from your last paycheck. You will need to contact your human resource office if you choose to end your participation prior to your final paycheck.

United Way

If you currently have payroll deductions for United Way, the final deductions will be made from your last paycheck. You will need to contact your human resource office if you choose to end your participation prior to your final paycheck.

Learning Quest

If you currently have payroll deductions for Learning Quest and have met the required \$500 minimum contribution amount, then contributions will stop automatically after your final paycheck. If you have not reached the required minimum contribution amount of \$500, or if you wish to continue contributing to your Learning Quest account, then you will need to convert the account to an automatic monthly investment of \$25 or more. This monthly investment will be deducted from your personal savings or checking account. For required paperwork or additional information, contact Learning Quest at 1-800-579-2203.

This notification is intended to comply with federal and state laws and regulations concerning benefits. Items explained herein are subject to change and shall be interpreted in accordance with controlling laws.

Communication

The State of Kansas Employee Self-Service portal located at www.kansas.gov/employee will be used as the official mechanism to keep employees informed during designed COOP events. In the event of inclement weather, this web site is a resource for employees to learn if and when they report to work. It will also be used to communicate critical health and employment information during a Pandemic Influenza event. A category titled 'Emergency Preparedness & Safety' is located on this web site and will be used for the purpose of posting this information. This category currently links State of Kansas employees to the Kansas Department of Health and Environment's web site where specific health related information regarding Pandemic Influenza can be found. The Department of Administration will work cooperatively with the Kansas Department of Health and Environment to ensure critical pandemic information is provided to State employees.

Employee work site telephone numbers are can be found at www.da.ks.gov/phonebook in the State of Kansas On-line Employee Communications directory. This information is updated every two weeks from information updated by State agencies and contained in the state's human resource and payroll system.

In addition, a human resources and management e-mail list is used to quickly get important information to both management and HR specialists who can push messages forward to employees.

Agencies should ensure that your employees are educated about these web sites so that they will know where to look for this important information. Another way that agencies can help to ensure employees understand that they may play a different role during a COOP event is to replace the existing 'Other Duties as Assigned' statement found on the majority of position descriptions with the following language.

Completes special projects and performs other duties as assigned including but not limited to ensuring the agency is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and/or acts of terrorism. Assists other employees in the work unit in accomplishing assignments as necessary.

Agencies may also want to consider adding Continuity of Operations or Emergency Preparedness information in their new employee orientation training. In addition, agencies should ensure that managers/supervisors are educated on existing leave policies and benefits that are available to employees in the event of a COOP emergency. Agencies should consider including this information in existing supervisory training programs.

ATTACHMENTS