



KANSAS SUPPLEMENT
2023

ComplianceHR

Note: This Employee Handbook is not intended to apply to any particular employer or to provide legal advice or opinion. Such advice may only be given when related to specific handbooks and specific fact situations. In no circumstances should any employee handbook be adopted and issued to employees before the final draft has been approved by experienced labor counsel. These employee handbook templates generally include policies prompted by federal and state laws in the employee policy context, as well as leave of absence and scheduling policies intended to comply with local laws in major municipalities (i.e., those with 100,000 residents or more). The handbook templates do not include the following: social media policies; drug-testing policies; policies related to municipal laws other than those specified above; or policies specific to government contractors or certain industries. Generally, the templates do not address industry-specific requirements, except where indicated.

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GENERAL INFORMATION

About This Kansas Supplement

Dahl Consulting (“The Company”) is committed to workplace policies and practices that comply with federal, state and local laws. For this reason, Kansas employees will receive the Company’s national handbook (“National Handbook”) and the Kansas Supplement to the National Handbook (“Kansas Supplement”) (together, the “Employee Handbook”).

The Kansas Supplement, however, applies only to Kansas employees. It is intended as a resource containing specific provisions derived under Kansas law that apply to the employee’s employment. It should be read together with the National Handbook and, to the extent that the policies in the Kansas Supplement are different from, or more generous than those in the National Handbook, the policies in the Kansas Supplement will apply.

The Kansas Supplement is not intended to create a contract of continued employment or alter the at-will employment relationship. **Only the President/Owner of the Company or that person’s authorized representative has the authority to enter into an agreement that alters the at-will employment relationship and any such agreement must be in writing signed by the President/Owner of the Company or an authorized representative.**

If employees have any questions about these policies, they should contact their DAHL representative.

COMMITMENT TO DIVERSITY

Equal Employment Opportunity

As set forth in the National Handbook, the Company is committed to equal employment opportunity and to compliance with federal antidiscrimination laws. We also comply with Kansas law, which prohibits discrimination and harassment against any employees or applicants for employment based on race, color, religion, national origin, ancestry, sex (includes pregnancy and childbirth, married women and unmarried mothers), disability, age (40 or older), military status and genetic screening or testing information. The Company will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state or local law.

TIME OFF AND LEAVES OF ABSENCE

Pregnancy Leave

Pregnant employees will be provided a leave of absence for a reasonable period of time for childbearing. Following childbearing, and upon signifying the intent to return within a reasonable period of time, an employee will be reinstated to their original job or to a position of like status and pay without loss of service, seniority or other benefits.

Disabilities caused or contributed by pregnancy and related medical conditions will be treated like other temporary disabilities for all job-related purposes.

Volunteer Emergency Responder Leave

The Company will not terminate any employee because the employee misses work to perform duties as a volunteer firefighter, volunteer certified emergency medical service attendant, volunteer reserve law enforcement officer or volunteer part-time law enforcement officer.

Employees should provide advance written notice to their DAHL representative that they are a volunteer emergency responder and may need to be miss work for this purpose. Employees may be required to submit verification of the date, time and emergency services provided.

Time off under this policy will be unpaid except that exempt employees may be paid, as required by law.

Military Leave

The Company will not refuse to hire, terminate, or otherwise discriminate against employees for taking time off for military duty or because of their membership in the United States armed forces or reserves or the National Guard. Additionally, the Company will not terminate or punish employees for absences due to the performance of military duty.

Employees returning from active duty in the Kansas National Guard, the Kansas Air National Guard, the Kansas state guard, or other state military force will be reinstated to the same position, with the same level of seniority, pay and status, as long as the employee:

- Provides notice of the intent to return to work within 72 hours after release from military duty or recovery from a service-related illness or injury; and
- Received an honorable discharge.

The Company will reemploy employees returning from military leave unless reemployment is impossible or unreasonable because of changed circumstances,

reemployment presents an undue hardship for the Company or the position the individual held before leaving to serve was for a brief, nonrecurrent period. Temporary employees are also not entitled to reinstatement.

Leave under this policy will be without pay, except that exempt employees will not incur any reduction in pay for a partial week's absence due to military leave.

The Company will not terminate employees returning from leave under this policy, without cause, for one year following the date of reemployment.

Jury Duty Leave

The Company encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy.

A person returning from leave will be reinstated to their prior position without loss of seniority.

Employees must provide their supervisor with notice of any jury summons or subpoena within a reasonable amount of time after receipt and before their appearance is required. Verification from the court clerk of having served may also be required.

Time spent engaged in attending court for prospective jury service or for serving as a juror is not compensable except that exempt employees will not incur any reduction in pay for a partial week's absence due to jury duty.

Domestic Violence or Sexual Assault Victim Leave

Employees who are victims of domestic violence or sexual assault may take up to eight days of leave per year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order or other injunctive relief to help ensure the health, safety or welfare of the victim or the victim's child or children;
- Seek medical attention for injuries caused by domestic violence or sexual assault;
- Obtain services from a domestic violence shelter, domestic violence program or rape crisis center as a result of domestic violence or sexual assault; or
- Make court appearances in the aftermath of domestic violence or sexual assault.

As a condition of taking time off, employees must provide the Company with reasonable advance notice of their intention to take time off, unless advance notice is not feasible.

Within 48 hours after returning from the requested time off, employees must provide documentation to support taking time off. Appropriate forms of documentation include:

- A police report indicating that the employee was a victim of domestic violence or sexual assault;
- A court order protecting or separating the employee from the perpetrator, or other evidence from the court or prosecuting attorney that the employee has appeared in court; or
- Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.

If an unscheduled absence occurs, the Company will not take action against an employee if the employee, within 48 hours after the beginning of the unscheduled absence, provides certification to the Company in the form of the above.

Time off under this policy will be without pay, except that exempt employees may receive pay as required by law.

Time Off to Vote

The Company encourages all employees to fulfill their civic responsibilities and to vote in public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Any employee who has less than two hours outside of working hours to vote while the polls are open may take the amount of time off needed to have two hours off while the polls are open. For example, if the polls open one hour before an employee's shift begins, the employee can arrive one hour late to work in order to allow two consecutive hours of time off to vote. Time off under this policy will be paid.

Employees should provide reasonable advance notice of the need for time off to vote to their supervisor so that the time off can be scheduled to minimize disruption to normal work schedules. The Company may specify the particular time during which the employee may be absent to vote; however, such time will not extend into an employee's regularly scheduled lunch period.

Proof of having voted may be required.

WORKPLACE SAFETY AND SECURITY

Smoke-Free Workplace

The Company prohibits smoking in the workplace. Employees wishing to smoke must do so outside company facilities during scheduled work breaks.

Employees who observe other individuals smoking in the workplace in violation of this policy have a right to object and should report the violation to their DAHL representative. Employees will not be disciplined or retaliated against for reporting smoking that violates Kansas law or this policy.

Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

Cell Phone Use/Texting While Driving

As set forth in the National Handbook, the Company prohibits employees from using cellular phones for business reasons while driving or for any reason while driving for work-related purposes. Employees should also be aware that texting while driving is a violation of Kansas law, in addition to being a violation of company policy.

Weapons in the Workplace

In the interest of maintaining a workplace that is safe and free of violence, and in accordance with the policy set forth in the National Handbook, the Company generally prohibits the presence or use of firearms and other weapons on the Company's property, regardless of whether the person is licensed to carry the weapon. In compliance with Kansas law, the Company permits employees who lawfully possess firearms or ammunition to store their firearms or ammunition inside their privately owned vehicles in the Company's parking lots or other parking areas provided by the Company. Such lawfully possessed firearms and ammunition may not be removed from the employee's personal vehicle or displayed to others.