



OFFICE OF HUMAN RESOURCES

VOLUNTEER PACKET

This packet provides guidelines, expectations, policies and resources for all campus volunteers.

Why Volunteer With Us?

- ✓ Gain Valuable Experience
- ✓ Be a Part of the Thoroughbred Community
- ✓ Support to Faculty, Staff and Students
- ✓ Boost Your Resume

 Volunteer Now



502-597-6667



www.kysu.edu



Human.Resource@kysu.edu

Welcome to Kentucky State University

Thank you for your interest in volunteering at Kentucky State University (KSU). Building on its legacy as a historically Black, liberal arts, and 1890 Land-Grant institution, KSU provides access to high-quality undergraduate and graduate programs that prepare a diverse population of students for leadership and service.

Located in Frankfort, Kentucky, KSU offers:

- Associate (two-year) degrees in select disciplines
- Bachelor's (four-year) degrees in more than 20 disciplines
- Master's degrees in multiple fields
- A Doctor of Nursing Practice (DNP) degree

KSU serves over 2,000 students with the support of approximately 130 full-time instructional faculty members.

KSU Volunteer Requirements

To ensure a safe and supportive environment, volunteers at Kentucky State University must complete and submit the volunteer packet which includes:

- Volunteer Application
- If under the age of 18, provide a Parent/Guardian Waiver.
- Student Code of Conduct Acknowledgment
- Confidentiality Agreement
- Discrimination and Harassment Policy Acknowledgement
- Drug-Free Workplace Policy Acknowledgement
- Established Work Rules Policy Acknowledgement
- Tobacco-Free Campus Policy Acknowledgment
- Workplace Health, Safety, and Security Policy Acknowledgment
- Workplace Violence Policy Acknowledgement
- Background Check Information Form
- Submit a résumé with the application.
- Work under the supervision of an assigned faculty or staff mentor.
- Provide their own transportation.
- Return all signed and completed documents to the Office of Human Resources.

For questions or additional information, please contact the Office of Human Resources at Human.Resources@kysu.edu.

Equal Opportunity

Kentucky State University is an Equal Opportunity employer and educational institution. The University does not discriminate on the basis of age (40 and over), color, creed, disability, ethnicity, gender expression, gender identity, marital status, national origin, political belief, pregnancy, race, religion, sex, sexual orientation, or veteran status in the admission to, or participation in, any educational program or activity (including athletics, academics, and housing), or in any employment policy or practice.

Any complaint of alleged discrimination should be directed to:

Office of Human Resources

Academic Services Building, Room 241

Kentucky State University

Frankfort, KY 40601

Phone: (502) 597-6667

Email: Human.Resources@kysu.edu

OR

The U.S. Department of Education, Office for Civil Rights:

400 Maryland Avenue, SW

Washington, DC 20202

Phone: 1-800-421-3481 (V) | 1-800-877-8339 (TTY)

Title IX and Title VII Compliance

The Office of Human Resources is responsible for ensuring compliance with:

- Title IX of the Educational Amendments of 1972 (prohibiting sex discrimination, including sexual harassment and sexual assault, which may include certain off-campus conduct).
- Title VII of the Civil Rights Act of 1964 (prohibiting employment discrimination based on race, color, religion, sex, or national origin).

Inquiries regarding compliance may be directed to the Office of Human Resources.



VOLUNTEER APPLICATION

(First Name)

Middle Name
(Required; Enter N/A if None)

(Last Name)

Address 1: _____ Address 2: _____

City: _____ State: _____ ZIP: _____

Phone Number: _____ Email Address: _____

Gender: ☐ Male ☐ Female ☐ Do not Wish to Self-Identify Date of Birth: _____

Are you legally authorized to work in the United States? ☐ Yes ☐ No

Emergency Contact

Name: _____ Relationship: _____

Phone Number: _____ Email Address: _____

Volunteer Information

Area of Interest / Department: _____ Supervisor / Mentor _____

Supervisor / Mentor Signature: _____ Date: _____

Do you have any physical limitations or health concerns we should be aware of? ☐ Yes ☐ No

If yes, please explain:

Do you have prior volunteer experience? ☐ Yes ☐ No

If yes, please list organization(s) and dates:

Explain why you are interested in volunteering at KSU:

Transportation

Do you have reliable transportation to and from your volunteer site? ☐ Yes ☐ No



PARENT/GUARDIAN CONSENT, RELEASE AND WAIVER OF LIABILITY FORM

Volunteers Under Age 18

Parent/Guardian Information

Parent/Guardian Name: _____ Relationship to Volunteer: _____

Phone Number: _____ Email Address: _____

Consent to Participate

☐ I, the undersigned parent or legal guardian of the above-named volunteer, hereby give my consent for my child to participate in volunteer activities at Kentucky State University (KSU).

Acknowledgment of Risk

☐ I understand that volunteering may involve certain risks, including but not limited to physical injury or property damage. I freely and voluntarily assume all such risks on behalf of my child.

Release of Liability

☐ On behalf of my child, I hereby release, waive, and discharge Kentucky State University, its trustees, officers, employees, and agents from any and all liability, claims, demands, or causes of action arising from participation in volunteer activities, including claims arising from negligence.

Medical Treatment Authorization

☐ In the event of an emergency, I authorize KSU personnel to secure medical treatment for my child as deemed necessary. I understand that I am responsible for any medical expenses incurred.

Allergies or Medical Conditions (if any):

Photography and Media Release

☐ I grant Kentucky State University the right to take photographs, video recordings, or other media of my child during volunteer activities and to use such media for educational, promotional, or public relations purposes without compensation.

Certification and Signature

I certify that I have read this form, understand its contents, and agree to be bound by its terms on behalf of my child.

Parent/Guardian Printed: _____

Parent/Guardian Signature: _____ Date: _____

VOLUNTEER RELEASE AND WAIVER OF LIABILITY

Volunteers Age 18 & Over

Acknowledgment of Risk

☐ I understand that volunteering at Kentucky State University (KSU) may involve certain risks, including but not limited to physical injury, property damage, or other hazards associated with volunteer activities. I freely and voluntarily assume all such risks.

Release of Liability

☐ In consideration of being permitted to volunteer at KSU, I, on behalf of myself, my heirs, executors, and assigns, hereby release, waive, and discharge Kentucky State University, its trustees, officers, employees, and agents from any and all liability, claims, demands, or causes of action that may arise from my participation in volunteer activities, including claims arising from negligence.

Medical Treatment Authorization

In the event of an emergency, I authorize KSU personnel to secure medical treatment for me as deemed necessary. I understand that I am responsible for any medical expenses incurred.

Allergies or Medical Conditions (if any):

Photography and Media Release

☐ I grant Kentucky State University the right to take photographs, video recordings, or other media of me during volunteer activities and to use such media for educational, promotional, or public relations purposes without compensation.

Certification and Signature

I certify that I have read this Release and Waiver, understand its contents, and agree to be bound by its terms.

Volunteer Name (Printed) _____

Volunteer Signature: _____ **Date:** _____

CONFIDENTIALITY AGREEMENT

As a volunteer of Kentucky State University (“KSU”), I understand that I may have access to or become aware of information that is confidential, proprietary, or otherwise protected by law. This includes, but is not limited to, information concerning students, faculty, staff, operations, research, and other institutional records.

I agree to the following terms:

1. Confidentiality Obligation

- I will treat all information obtained through my volunteer role as confidential and will not disclose, discuss, or disseminate such information to any unauthorized individual, either inside or outside of KSU.
- I will only share information when specifically directed to do so by an authorized University official, or as required by subpoena, court order, or applicable law.
- I understand that student records are protected by the Family Educational Rights and Privacy Act (FERPA) and may not be disclosed without proper authorization. If I encounter protected health information in the course of my service, I will comply with the Health Insurance Portability and Accountability Act (HIPAA) and applicable privacy laws.

2. Use of Information

- Any confidential information I access is to be used solely for the purpose of fulfilling my volunteer responsibilities at KSU.
- I will not remove, copy, alter, or otherwise misuse any University records, data, or property.

3. Prohibited Conduct

- I will not discuss or share confidential information with friends, family, or any individual not authorized by KSU.
- I will not use confidential information for personal benefit or to the detriment of KSU, its students, or employees.
- I will refrain from making disparaging or damaging statements about KSU, its employees, or its operations in relation to any confidential information I encounter.

4. Duration of Obligation

- My duty of confidentiality continues both during and after my volunteer service at KSU.
- I understand that any breach of this agreement may result in immediate dismissal from the volunteer program and may subject me to further action, including but not limited to civil or legal remedies.

Certification of Confidentiality Agreement

I certify that I have read and understand the Kentucky State University Confidentiality Agreement. I agree to maintain the confidentiality of all information I may access in my role and understand that a breach of this agreement may result in dismissal or legal action.

Volunteer Name (Printed) _____

Volunteer Signature: _____ **Date:** _____



POLICY TITLE:

Student Code of Conduct

APPLIES TO:

All Students

ADMINISTRATIVE AUTHORITY:

Vice Provost of Student Affairs

Division of Academic & Student Affairs

APPROVED BY:

President Koffi C. Akakpo (Interim Approval)

EFFECTIVE DATE:

June 23, 2025

EXPIRATION DATE:

Six Months from Effective Date

POLICY STATEMENT:

Kentucky State University (KSU) is dedicated to maintaining an educational environment that fosters academic excellence, personal development, and respect for the rights of all individuals. All students are expected to uphold and abide by the standards of conduct that form the basis of this Student Code of Conduct ("Code"). This Code ensures the protection of a safe and orderly educational environment and applies to conduct that occurs on KSU premises, at KSU-sponsored activities, and to off-campus conduct that adversely affects the KSU community and its mission.

The student conduct process is not intended to punish students but rather to protect the interests of the KSU community and to challenge students whose behavior is not in accordance with KSU standards. Sanctions are intended to be educational and to encourage students to reflect upon their behavior and its impact.

DEFINITIONS:

Prohibited Conduct

Actions that violate the behavioral standards established by KSU, including but not limited to acts of dishonesty, disruption, harm to persons or property, and violations of law or other KSU policies.

Sanction

An educational outcome imposed on a student found responsible for violating the Student Code of Conduct. Sanctions may range from a formal warning to expulsion from KSU.

Student

Any person admitted to KSU and/or enrolled in courses at KSU, either full-time or part-time, pursuing undergraduate, graduate, or professional studies.

PROCESS:

Authority and Responsibility

The President of KSU delegates the authority to administer the student conduct system to the Division of Academic & Student Affairs. The student conduct process is the responsibility of Student Affairs, which is charged with investigating complaints and facilitating the adjudication of alleged violations of this Code.

Student Rights and Responsibilities

Students have the right to a fair and impartial process, including the right to be notified of any charges, to review the evidence against them, and to have a hearing and an appeal as detailed in the implementing regulation. Students are responsible for knowing and adhering to the standards outlined in this Code and for participating truthfully and cooperatively in the student conduct process.

Prohibited Conduct

The specific behaviors that constitute a violation of this Code are detailed in the Student Code of Conduct Adjudication Regulation.

Implementation

The specific, step-by-step procedures for reporting, investigating, and adjudicating violations of this Code are detailed in KSU's official Student Code of Conduct Adjudication Regulation.

REFERENCES AND RELATED MATERIALS:

- KSU Student Code of Conduct Adjudication Regulation
- KSU Academic Integrity Code

CONTACTS:

Subject	Office	Telephone	E-mail
Policy Questions	Student Affairs	(502) 597-6283	Stephanie.Mayberry@ksu.edu

HISTORY:

Revision Type	Date of Issuance/Revision	Drafter(s)/Editor(s)
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Issued (New Standalone Policy)	November 28, 2023	Zach Atwell
Substantive Revisions	June 2025	Zach Atwell



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Discrimination and Harassment Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

Faculty

Staff

Students

Contractors

Visitors

Volunteers

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) is committed to providing equal educational and employment opportunities to all individuals. In accordance with Title VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; Section 504 of the Rehabilitation Act of 1973, Revised 1992; and the Americans with Disabilities Act of 1990, KSU will not tolerate any form of discrimination or harassment on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, military service status, physical or mental disability, age, or any other protected status, regarding admission to educational programs and activities or employment practices.

Acts of discrimination, harassment, or retaliation should be promptly reported to the Office of Human Resources (HR). However, there is no time limit for filing complaints with HR or the Title IX Coordinator. All complaints shall be acted upon in a timely manner and, to the extent permitted by law, every effort shall be made to maintain privacy. KSU affirms its commitment to a fair, equitable, and transparent investigation process that respects due-process rights.

Retaliating against an individual for alleging discrimination or harassment, for supporting a person filing a complaint of discrimination or harassment, for assisting in providing information relevant to a claim of discrimination or harassment, or for otherwise participating in an investigation of a complaint of discrimination or harassment constitutes a serious violation of this policy. Acts of alleged retaliation should be immediately reported to HR, the Title IX Coordinator, or the assigned investigator, and any such reports will be promptly investigated. KSU will take appropriate steps to protect individuals who fear they may be subjected to retaliation by others.

Inquiries regarding this policy and its procedures may be directed to the Director of HR and the Title IX Coordinator.

While employees are strongly encouraged to pursue the grievance procedure when problems occur in their employment relationships, employees are advised that they have the option to file a complaint with the local Equal Employment Opportunity Commission whenever it is believed that discrimination has occurred on the basis of race, color, sex, religion, national origin, age, disability, or any other protected class.

DEFINITIONS:

Discrimination

Discrimination is an action or behavior that results in negative or disparate treatment of an individual based on race, color, ethnic origin, national origin, creed, religion, political belief, sex, sexual orientation, gender identity, gender expression, pregnancy, marital status, genetic information, military service status, physical or mental disability, age, or any other protected status.

Harassment

Harassment is a form of discrimination and results from unwelcome conduct based on the protected statuses listed above. Harassment becomes a violation of KSU policy when:

- The conduct is sufficiently severe, pervasive, or persistent so as to interfere with an individual's work or participation in academics or programs, or so as to create an environment that a reasonable person would consider intimidating, hostile, or offensive; or
- The offensive conduct explicitly or implicitly becomes a term or condition of employment or participation in a KSU program or activity.

Protected Activity

Any activity that an employee may engage in without fear of retaliation by supervisors. Protected activities include alleging discrimination or harassment, supporting a person filing a complaint of discrimination or

harassment, assisting in providing information relevant to a claim of discrimination or harassment, or otherwise participating in an investigation of a complaint of discrimination or harassment.

Sexual Harassment

Sexual harassment is a form of sex discrimination and usually, but not always, takes place in situations where there is a power differential between the individuals involved. Sexual harassment includes unwelcome sexual advances or other verbal or physical behavior of a sexual nature. Sexual harassment becomes a violation of KSU policy when:

- The conduct is sufficiently severe, pervasive, or persistent so as to interfere with an individual's work or academic or program participation, or so as to create an environment that a reasonable person would consider intimidating, hostile, or offensive; or
- The offensive conduct explicitly or implicitly becomes a term or condition of employment or participation in a KSU program or activity.

Retaliation

Retaliation occurs when an employee takes adverse action against an individual because he or she engaged in a protected activity.

PROCESS:

- HR is charged with handling all reports of discrimination and harassment and for developing procedures for the investigation and resolution of reports. The Title IX Office is charged with handling reports of sexual discrimination or harassment and for developing procedures for the investigation and resolution of reports.
- In determining whether conduct constitutes discrimination or harassment, investigators shall look at the record as a whole and at the totality of the circumstances, such as the nature of the behavior and the context in which the alleged incident occurred. Determinations shall be made from the facts and on a case-by-case basis.
- Members of the KSU community are encouraged to contact HR to report acts of discrimination, harassment, and retaliation. Members are also encouraged to contact the Title IX Office to report acts of sexual discrimination or harassment.
- A report should be made as soon as possible after an alleged incident to facilitate an effective investigation and resolution process.
- Even in the absence of a finding of discrimination or harassment, an investigation may result in a finding of retaliation.
- Reports of discrimination may also be initiated by contacting any dean, director, faculty member, department head, manager, supervisor, or any other individual with administrative responsibilities. Any such individual who receives a report of discrimination shall contact HR as soon as possible.

- Reports of sexual harassment or alleged violations of the Title IX Policy may be made to any KSU employee. Any employee who receives a report of sexual harassment or an alleged violation of the Title IX policy shall contact the Title IX Office immediately.
- Any member of the KSU community who is duly found to have engaged in discrimination, harassment, or retaliation shall be subject to disciplinary action, up to and including termination or expulsion. Likewise, any member of the KSU community who is duly found to have made an intentionally false accusation of discrimination or harassment shall also be subject to disciplinary action, up to and including termination or expulsion.

RELATED POLICIES:

Equal Opportunity Policy

Title IX Policy

Employee Grievance Policy

STATUTORY AND REGULATORY REFERENCES:

Title VII of the Civil Rights Act; 29 C.F.R. Part 1604.11

The Age Discrimination in Employment Act

The Americans with Disabilities Act

KRS 344.040

KRS 61.165



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Drug-Free Workplace Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) is a drug-free workplace. Recognizing the health and safety hazards posed by drugs, KSU prohibits the use, possession, distribution, dispensation, and manufacture of such substances. Additionally, as a recipient of federal funds, KSU fully subscribes to the provisions of the Drug-Free Workplace Act of 1988, which requires KSU to promulgate this policy and notify employees and students of the risks posed by using drugs in the workplace.

DEFINITIONS:**Appropriate Use**

Appropriate use is defined as the use of a drug that conforms with the recommendations of a medical provider (for a prescription drug) or the drug's packaging (for an over-the-counter drug).

Drug

A drug is defined as any legal or illegal substance that may affect an individual's productivity and ability to perform their duties, or that may impact the safety and well-being of KSU students, faculty, staff, and visitors. For the purposes of this policy, drugs include, but are not limited to, unprescribed medication, illicit drugs, and alcoholic beverages. Prescribed medication and over-the-counter medication are not included.

PROHIBITED ACTIVITY:

Employees are required to understand and comply with the following:

- KSU strictly prohibits the use, possession, distribution, dispensation, and manufacture of drugs while on KSU premises or while conducting KSU business.
- It is a violation of KSU policy for any employee or student to possess, sell, trade, or offer drugs while on KSU premises or while conducting KSU business.
- It is a violation of KSU policy for anyone to enter KSU premises while under the influence of drugs.
- It is a violation of KSU policy for anyone to serve or ingest alcohol on KSU premises without the prior approval of KSU administration. Such approval shall be given only for special events and shall be limited to designated areas. Under no circumstances shall a minor be served alcohol at KSU-approved events.
- KSU strongly encourages employees and students with substance abuse problems to voluntarily seek treatment.
- Nothing in this policy should be construed as prohibiting employees from appropriately using prescription and over-the-counter drugs while on KSU premises or while conducting KSU business. However, it is a violation of KSU policy for anyone to illegally or improperly use prescription or over-the-counter drugs.

VIOLATIONS:

Employees who are found to have committed a violation of this policy are subject to disciplinary action, up to and including termination of employment. Disciplinary actions will be issued based on the severity of the violation.

UNDER THE INFLUENCE WHILE WORKING:

Whenever a supervisor reasonably believes that an employee is under the influence of drugs or alcohol while on KSU property or while conducting KSU business, the supervisor shall notify the Office of Human Resources (HR) and then:

- Arrange transportation for the employee and remove him or her from the workplace until he or she is no longer under the influence; and
- Require the employee to undergo drug or alcohol testing.

The employee's drug test may occur both at the time the employee is suspected of being under the influence and before the employee is allowed to return to work. An employee's refusal to take a drug test is an act of insubordination and is a separate offense subject to disciplinary action, up to and including termination.

An employee found to be under the influence is subject to disciplinary action as described herein and in the Corrective Action Policy.

An employee who is sent home due to the reasonable belief that he or she is under the influence of drugs may use vacation leave to receive payment for any unworked time.

OFF-WORK USE OF CONTROLLED SUBSTANCES:

If an employee's poor work performance or excessive tardiness or absenteeism can be reasonably determined to be caused by the off-work use of controlled substances, the employee's supervisor may advise the employee to seek counseling or assistance. The employee's supervisor shall also follow the Corrective Action Policy to address the employee's performance issues.

REQUIRED REPORTING FOR DRUG-RELATED OFFENSES:

As required by the Drug-Free Workplace Act of 1988, any employee who works in any capacity under a federal grant or contract must notify his or her supervisor or HR of his or her conviction for a violation of any criminal drug statute that occurred while on KSU premises or while he or she was conducting KSU business. The employee must submit such notification to his or her supervisor or HR in writing and within five (5) days of such conviction. KSU shall take appropriate action within thirty (30) days of receipt of such notice.

If an employee is employed through a federal contract or grant, KSU shall notify the federal agency that awarded the grant or contract of the conviction within ten (10) days.

KSU shall impose a sanction on any employee who is convicted of a workplace drug violation. KSU may also require that the employee participate in a drug abuse assistance or rehabilitation program.

DRUG-AWARENESS:

KSU will inform employees annually of the dangers associated with drug and alcohol abuse, the existence of this policy, and the drug abuse counseling services available to them. Employees may also contact HR at any time for such information.

DRUG TESTING:

Employees required to operate vehicles or machinery as part of their job duties may need to undergo periodic drug testing to ensure their safety and that of others.

Regardless of job duties, an employee will be drug tested if any of the following occurs:

- A serious workplace injury.

- The employee's supervisor has reasonable suspicion that the employee is under the influence of drugs or alcohol while on KSU premises or while conducting KSU business.

RELATED POLICIES:

Corrective Action Policy

Established Work Rules Policy

Leave of Absence Policy

Vacation Leave Policy

STATUTORY AND REGULATORY REFERENCES:

Drug-Free Workplace Act of 1988



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Established Work Rules Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

Staff

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

The purpose of this policy is to ensure that the work environment at Kentucky State University (KSU) is safe and productive. Violations of the established work rules under this policy may result in disciplinary action, up to and including the immediate termination of employment.

WORK RULES:**Absenteeism or Tardiness**

Consistent attendance and punctuality are important indicators of performance for all KSU positions of employment. An employee is expected to be in his or her work area during the prescribed scheduled work hours. If employees are sick or injured and cannot come to work, they are expected to follow KSU procedures in reporting absences in a timely manner.

Breach of Confidence or Security

KSU employees may become aware of confidential data based on the nature of their work. Breaches of

confidentiality, security measures, or privileged information will not be tolerated.

Conflict of Interest

Employees are prohibited from transacting any business that competes with the business of KSU. Employees must notify KSU of any such conflicts.

Damage to Property

Deliberate, reckless, or careless damage to KSU's property will not be tolerated. KSU may, at its discretion, report such damage to law enforcement agencies and seek recovery against a violator.

Discourtesy or Disrespect

All employees shall be courteous to students, visitors, and fellow employees. No employee shall use profanity or engage in any activity that could harm the reputation of KSU.

Fighting, Threats of Violence, or Weapons

Employees shall not fight or threaten one another. Further, employees must refrain from using any threatening or abusive language against students, employees, and visitors. The possession of weapons of any kind of KSU's campus or while conducting KSU business is strictly prohibited.

Fraud, Dishonestly, or False Statements

No employee or applicant shall falsify or make any misrepresentations on or about any application, document establishing identity or work status, medical history record, insurance form, invoice, paperwork, time sheet, time card, or any other document.

Gambling

Employees may not engage in any form of gambling on KSU's premises. This does not preclude employees from participating in KSU-approved March Madness office pools or other similar activities. However, such activities must be approved by the Office of General Counsel and the President.

Gifts or Gratuities

Employees shall not accept any type of reward, whether monetary or non-monetary, if there is an explicit or implicit assumption that influence has been exchanged for the reward.

Harassment

The Discrimination and Harassment Policy strictly prohibits harassment and discrimination.

Insubordination

Absent a reasonable concern regarding legality or life, employees shall not refuse to follow the directions of a supervisor or administrative official.

Misuse of Property

Employees shall not misuse any property or equipment of KSU and must not use any equipment or property without proper authorization.

Poor Performance

All employees must make every effort to learn their jobs and to perform at a satisfactory level.

Misuse of E-mail and Computer Systems

Employees shall not misuse KSU email or computer systems.

Retaliation

Retaliation against others is strictly prohibited. Employees shall not intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by applicable civil rights laws or KSU policies.

Shortages

Employees who handle cash as a part of their job duties will be held accountable for, and may be required to pay back, all shortages.

Sleeping or Inattention

Employees are expected to be fully alert while working. Sleeping or inattention while on the job will not be tolerated.

Solicitation or Distribution

Solicitation by an employee of another employee for any reason during working hours is strictly prohibited. Distribution of advertising materials, handbills or other literature is prohibited in all working areas at all times.

Substance Abuse

Reporting to work under the influence of drugs or alcohol, or using drugs while on KSU premises, is strictly prohibited.

Theft

Stealing or attempting to steal KSU's property or the property of others is strictly prohibited. Employees wishing to remove any KSU property from KSU's premises must first obtain written permission from their supervisors.

Unlawful Activity

Employees shall not engage in any unlawful or unethical activity while on or off KSU's premises.

Unsafe Work Practices

Employees are expected to adhere to all safety standards and to limit risks to themselves and others.

PROCESS:

Violations of any of KSU's established work rules may result in investigations and disciplinary action up to and including termination of employment.

RELATED POLICIES:

Conflict of Commitment and Interest Policy

Corrective Action Policy

Discrimination and Harassment Policy

Substance Abuse Policy

Workplace Violence Policy



Tobacco-Free Campus Policy

SECTION I: POLICY

This policy applies to all members of the University community, for areas located within Franklin County, Kentucky. The use of all tobacco products is prohibited on all property that is owned, operated, leased, occupied, or controlled by the University. For the purpose of this policy, "tobacco" is defined as any lighted or unlit cigarette, cigar, pipe or any other smoking product. Smokeless or spit tobacco, dip, chew, snuff, and snus, in any form are also prohibited. "Property", for the purposes of this policy, includes buildings and structures, grounds, parking structures, enclosed bridges and walkways, sidewalks, parking lots and vehicles as well as personal vehicles in these areas.

Effective August 1, 2013, the use, distribution or carrying of any lighted smoking instrument or device or sale of tobacco in University buildings including dormitories and grounds and at KSU events as well as in private vehicles parked on University property is prohibited.

No tobacco-related advertising shall be permitted on KSU-owned or leased property, University-sponsored events or in publications produced by the University, with the exception of advertising or newspapers that are not published by KSU and which are lawfully sold, bought or distributed on campus property.

All University employees, faculty, students, visitors and contractors are required to comply with this policy, which shall remain in force at all times.

SECTION II: PROCEDURES

1. EDUCATION AND AWARENESS

The implementation of this policy is supported by an education and awareness campaign that may include but not be limited to:

- a. Notification to prospective students, staff and faculty;
- b. Informational meetings, postings, and e-mail notifications;
- c. Publication in staff and faculty human resources manuals, student guides, handbooks, and appropriate web sites;
- d. Ongoing smoking cessation programs; and;
- e. Establishment of a culture of compliance through peer oversight.

2. COMMUNICATION OF POLICY

Signs bearing the message "Tobacco-Free Campus" will be posted at each KSU vehicular and pedestrian entrance and each building will display a decal indicating it is a tobacco free facility. However, all KSU facilities, grounds, and events, whether signs are posted or not, are tobacco free zones. No ashtrays or smoking shelters will be provided on campus.

3. TOBACCO USE CESSATION PROGRAMS

KSU will support all students and employees who wish to stop using tobacco products via the University's wellness initiative coordinated through the Office of Human Resources. Such initiatives will include smoking cessation education available to students, faculty, and staff to help overcome addiction to tobacco products; however, the University will not pay for smoking cessation products or prescriptions.

4. COMPLIANCE

The process of achieving a tobacco-free environment takes time and patience. Adherence to the policy cited above is the responsibility of all KSU students, faculty, staff and visitors. It is expected that all students, faculty, staff, and visitors to campus will comply with this policy. In an ongoing effort to enhance awareness and encourage a culture of compliance, members of the campus community are empowered to respectfully

inform others about the policy. It will be the intent of KSU to encourage all individuals, both smokers and non-smokers alike, to cooperatively work together in the implementation of the policy.

Violation of this regulation may result in corrective action under the Student Code of Conduct, Human Resources Policies and Procedures or other applicable University Regulations or Policies. Visitors refusing to comply may be asked to leave campus.

An individual who feels that there has been a violation of this policy may take the following actions:

- a. The individual may attempt to resolve the problem informally by requesting that the tobacco user comply with the policy.
- b. If direct appeal fails and the behavior persists, the concerned individual should contact the appropriate KSU office.

No tobacco-related advertising shall be permitted on KSU property, at University sponsored events or in publications produced by the University, with the exception of advertising in a newspaper or magazine that is not produced by KSU and which is lawfully sold, bought or distributed on campus property.

SECTION III: IMPLEMENTATION

1. Signage – Facilities Services will be responsible for providing appropriate signage and for removing all receptacles for discarding smoking materials in previously designated smoking areas.
2. Notice to Contractors – KSU departments for whom contractors are working are responsible for ensuring that individuals working on property owned or leased by KSU are notified of the requirements of this policy. Construction contractors will be notified by Facilities Services.
3. Notice to Faculty and Staff – The Office of Human Resources will be responsible for implementing procedures to ensure that all current and future faculty and staff are notified of the requirements of this policy.
4. Notice to Students – Student Success and Enrollment Management will be responsible for implementing procedures to ensure that all current and future students are notified of the requirements of this policy.



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Workplace Health, Safety, and Security Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) is committed to providing a safe and healthy workplace for all employees that complies with all state and federal safety laws and regulations. Management and employees are equally responsible for ensuring successful safety and healthy workspace practices.

The objective of this policy is to reduce or eliminate injuries and illnesses. KSU exercises all necessary precautions to protect employees, students, and visitors from accidents. This policy applies to all KSU employees, whether they are working on campus or traveling on KSU-related business.

RESPONSIBILITIES:**Injury Prevention**

To reduce the chance of injuries, appropriate KSU personnel are charged with conducting random safety inspections of all KSU areas and facilities.

Any unsafe practices must be immediately reported to the Office of Human Resources (HR) and the Office of General Counsel (General Counsel).

ADA Compliance

To ensure compliance with the Americans with Disabilities Act, appropriate KSU personnel are charged with conducting random inspections of all KSU facilities for compliance with ADA requirements.

If a facility is not in compliance with the ADA, the appropriate KSU personnel shall immediately report such information to HR and the General Counsel.

Safety and Health Training

Workplace safety and health orientation begins on an employee's first day of employment with KSU, or his or her first day of employment in a new position at KSU. Supervisors and employees are expected to work collaboratively to ensure that employees are fully aware of KSU and job-specific safety and health rules and procedures.

Job-Specific Training

Supervisors are responsible for:

1. Training employees on how to perform assigned job tasks in a safe manner;
2. Carefully reviewing with employees the specific safety and health rules and procedures that are applicable to their jobs, and updating employees whenever material changes are made;
3. Giving employees verbal instructions and specific directions on how to perform their work safely;
4. Observing employees perform their duties and, if necessary, providing a demonstration on safe work practices and ensuring employees receive remedial instruction to correct any training deficiencies before they are permitted to perform unsupervised work;
5. Ensuring all employees receive safe operating instructions on seldom-used or new equipment before using the equipment;
6. Reviewing safe work practices with employees before permitting them to perform new, non-routine, or specialized procedures;
7. Retraining employees following the occurrence of a work-related injury caused by an unsafe act or work practice, or whenever employees are observed engaging in unsafe acts, practices, or behaviors; and
8. Providing safety equipment to employees who perform tasks requiring safety equipment and protective gear.

PROCESS:

Although certain KSU personnel are charged with conducting random inspections of KSU facilities and equipment, all employees are expected to immediately report all accidents, injuries, and unsafe or noncompliant work conditions to their immediate supervisors, HR, and the General Counsel. Employees are expected to take an active role in promoting workplace safety and reporting safety-related issues. Retaliation or disciplinary action against any employee making a report is strictly prohibited.

Employees are also encouraged to provide recommendations to HR. Any recommendations to improve safety and health conditions are given thorough consideration by HR and KSU administration.

Supervisors shall take disciplinary action against any employee who willfully and repeatedly violates workplace safety and health rules. Such disciplinary action may include termination of employment.

RELATED POLICIES:

Drug-Free Workplace Policy



KENTUCKY STATE UNIVERSITY POLICIES AND PROCEDURES

POLICY TITLE:

Workplace Violence Policy

VOLUME, SECTION & NUMBER:**ENTITIES AFFECTED:**

**Faculty
Staff**

ADMINISTRATIVE AUTHORITY:

Office of Human Resources

APPROVED BY:

Office of the President

EFFECTIVE DATE:

July 8, 2024

REVISED FROM:

2013 Human Resources Policy Manual

POLICY STATEMENT:

Kentucky State University (KSU) strives to provide a safe and secure environment for all employees, students, and visitors. KSU prohibits any form of violence by or against any employee, student, vendor, or visitor. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment. Moreover, violation of this policy may result in criminal prosecution.

PROHIBITED CONDUCT:

Prohibited conduct includes, but is not limited to, the following:

- Causing physical injury to another person;
- Making threatening remarks;
- Displaying aggressive or hostile behavior that creates a reasonable fear of injury to another person or

subjects another individual to emotional distress;

- Intentionally damaging KSU property or the property of another individual;
- Possessing a weapon while on KSU property or while conducting KSU business; and
- Committing acts motivated by, or related to, sexual harassment or domestic violence.

REPORTING PROCEDURES:

Employees should report potentially dangerous situations to a supervisor or the Office of Human Resources (HR). If there is an immediate threat to physical safety, employees should contact KSU Police at (502) 597-6878 or dial 911.

ENFORCEMENT:

Any employee who is determined to have committed such acts will be subject to disciplinary action, up to and including termination of employment.

INFORMING HR:

Although KSU does not expect employees to be skilled at identifying potentially dangerous persons, employees are expected to exercise good judgment and to inform HR if any employee exhibits behavior that could portend a potentially dangerous situation. Such behavior includes:

- Discussing weapons or bringing them to the workplace;
- Displaying overt signs of extreme stress, resentment, hostility, or anger;
- Making threatening remarks;
- Showing sudden or significant deterioration of performance; and
- Displaying irrational or inappropriate behavior.

RELATED POLICIES:

Corrective Action Policy

Discrimination and Harassment Policy

Drug-Free Workplace Policy

Established Work Rules Policy



VOLUNTEER ACKNOWLEDGMENT & CERTIFICATION

By checking each box and signing below, I confirm the following:

- ☐ I acknowledge that I have received, reviewed and completed the Volunteer Packet
- ☐ I acknowledge that I have received and reviewed the Student Code of Conduct and related policies.
- ☐ I understand that volunteering at KSU requires compliance with all University policies, procedures, and applicable laws.
- ☐ I understand that any volunteer under the age of 18 must have a Parent/Guardian Waiver submitted before participation.
- ☐ I certify that the information provided on my Volunteer Application is true and complete to the best of my knowledge.
- ☐ I understand that failure to follow University policies, procedures, or this agreement may result in dismissal from the volunteer program.
- ☐ I acknowledge that I have a responsibility to maintain confidentiality regarding any University information, records, or activities accessed in my role.

Certification and Acknowledgment

By checking each box above and signing below, I certify that I have read, understood, and agree to the statements outlined in this form. I further acknowledge that I am responsible for upholding the standards, policies, and confidentiality requirements of Kentucky State University. I understand that failure to comply may result in immediate dismissal from the volunteer program and may limit my eligibility for future volunteer opportunities with the University.

Printed Name: _____

Signature: _____ **Date:** _____

BACKGROUND CHECK INFORMATION FORM

Kentucky State University (KSU) conducts background checks on employees, volunteers, and other individuals as required by law and University policy. The information you provide below will be used solely for the purpose of obtaining background check reports in accordance with the **Fair Credit Reporting Act (FCRA)** and applicable state and federal regulations.

Completion of this form is required to process your background check.

Personal Information:

(First Name)

Middle Name
(Required; Enter N/A if None)

Last Name

Other Names Used (e.g., maiden, aliases): _____

Date of Birth: ____ / ____ / ____ Social Security Number: ____ / ____ / ____

Driver's License Number & State: _____

Current Address: _____

City _____ State _____ Zip: _____

Phone Number: _____ Email Address: _____

State Law Requirement

☐ I understand that state law requires both a state and national criminal history and background check as a condition of employment. I further understand that a conviction reported below will not automatically disqualify me from employment.

Conviction Disclosure

Have you ever been convicted of any violation(s) of law, including moving traffic violations? ☐ Yes ☐ No

If yes, please provide the following information (attach additional pages if necessary):

- **Offense/Violation:** _____
- **Date of Conviction:** _____
- **Location (City/State):** _____
- **Disposition/Sentence:** _____

Disclosure & Authorization

☐ I understand that Kentucky State University may obtain consumer reports, investigative consumer reports, criminal history checks, employment verifications, education verifications, and/or other background information about me as part of its consideration of my application, volunteer service, or employment, and at any time during my service or employment if permissible by law.

☐ I authorize KSU and its designated agents or consumer reporting agencies to obtain such information for employment, volunteer, or academic purposes. I understand that this information may include, but is not limited to, verification of education, employment history, professional licenses, motor vehicle records, criminal records, and other public records.

☐ I release KSU, its employees, officers, and agents, as well as any person or organization providing information, from any and all liability related to furnishing such information.

☐ I acknowledge that I have received a copy of the "Summary of Your Rights Under the Fair Credit Reporting Act" (FCRA).

Certification of Background Check Information

By signing below, I certify that the information provided on this form is true, complete, and correct to the best of my knowledge. I understand that providing false or misleading information may result in disqualification from employment or volunteer service, or termination if already engaged.

Printed Name: _____

Signature: _____ **Date:** _____

Summary of Your Rights Under the Fair Credit Reporting Act (FCRA)

The Fair Credit Reporting Act (FCRA) is a federal law that gives you certain rights when an employer, school, or other organization requests a background check report about you.

Your Key Rights

1. You must be told if a background check will be used.
 - Before requesting a background report, an employer must notify you in writing and get your written permission.
2. You must receive a copy of your rights.
 - This summary is provided so you understand what protections you have under the FCRA.
3. You can say yes or no.
 - You must give written consent before an employer or organization can obtain your background check (with some exceptions for ongoing employment in certain industries).
4. You have the right to know what's in your file.
 - You may request a free copy of your background report from the company that prepared it.
5. You must be notified if information in your report is used against you.
 - If an employer plans to deny you employment, volunteer service, or another opportunity based on your report, they must:
 - Give you a “pre-adverse action notice” with a copy of the report and a summary of your rights.
 - Give you time to dispute or correct inaccurate information before making a final decision.
6. You have the right to dispute inaccurate or incomplete information.
 - If you find errors, you can dispute them with the background check company. They must investigate and correct mistakes.
7. You have the right to seek damages for violations.
 - If your rights under the FCRA are violated, you may be able to pursue legal remedies.

More Information

For more details about your rights under the FCRA, visit the Federal Trade Commission (FTC) at:
www.consumerfinance.gov/learnmore.