

Kansas Employee Preference Program

This message contains important information about the Kansas Employee Preference Program, State of Kansas employees who have been laid off from their jobs may be contacting your agencies about classified positions they are interested in that are posted on the Notice of Vacancies.

Information related to the Kansas Employee Preference Program is located on the Agency Resource Center website <http://www.da.ks.gov/ps/subject/ARC.htm>
Follow the layoff or employee preference link for more information and FAQ's. <http://www.da.ks.gov/ps/subject/arc/layoff/layoff.htm>

Review K.A.R. 1-6-23 (b)(1) for Employee Preference regulations.

If your agency implements a layoff, you must send copies of the Employee Preference Letters given to each classified employee to: Vicki Harding, Division of Personnel Services. DPS enters this data in the SHARP KEPP table for tracking eligibility.

Reminders:

- Individuals eligible for the Kansas Employee Preference Program (reemployment) may apply for "External", "Internal" and "Agency" positions posted on the Notice of Vacancies.
- When an applicant with preference applies for a vacancy within your agency,
 1. Communicate with the applicant to confirm their preference eligibility and obtain a copy of their preference letter.
 2. Associate the applicant to your SHARP job requisition using the **Mass Applicants** page in **Recruiting**.
 3. Make sure you turn on (check) the **KEPP – Preference flag field** when the employee is using their preference.
- Notify Vicki Harding, Division of Personnel Services, when you hire an individual with Employee Preference. Your email should include: employee name, hiring agency, hire date, and new position number.

If you have questions regarding the Kansas Employee Preference Program please contact Vicki.Harding@da.ks.gov or call (785)368-6496.