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Kansas Department of Administration
Policy on Access

Pursuant to Kansas Administrative Regulation 1-49-10, concerning prior approval of activities, the Kansas Department of Administration endorses the following policy:

1. No person outside the Department of Administration shall post any notices or petitions up on agency bulletin boards without the approval of the Secretary, or the Secretary's designee.

2. No person outside the Department of Administration shall conduct any meeting, demonstration, or solicitation in any of the building space occupied by the Department of Administration without the prior permission of the Secretary, or the Secretary's designee. In this agency, solicitation is defined as trying to obtain a desired result by request or plea, persuasion, or formal application.

Use of official bulletin board: Approval to post information on Department of Administration's official bulletin boards will be limited to: Legally mandated bulletins, posters or informational material; official state communications, and items outlined by memorandums of agreement. No personal, non-work-related solicitation shall be allowed on any bulletin board unless specifically authorized by the Secretary, or the Secretary's designee.

Meeting room authorization: Approval for use of meeting rooms will be limited to individuals, Project Topeka, United Way, and Community Health Charities, groups conducting state business or employee organizations registered with the Secretary of State, unless approved by the Secretary, or the Secretary's designee.

Solicitation authorization: Solicitation authority is granted to Project Topeka, United Way, and Community Health Charities. All other solicitation by individuals or organizations during work hours without approval will be considered unauthorized and a disruption to the workplace.

Use of working time for non-agency discussion or meeting: Group meetings involving employees with in-house or outside parties on non-agency subjects will not be permitted during work hours.

Adam C Proffitt
Adam C. Proffitt, Secretary
Department of Administration

03-27-2023
Date

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