

DIRECTIVE NUMBER: 500-01-13

DATE: April 2, 2014

TO: All Kansas Department of Labor Employees

FROM: Lana Gordon, Secretary of Labor

SUBJECT: Agency Directive System

1. **Purpose.** To establish an agency-wide procedure for the enactment, reviewing and archiving of Kansas Department of Labor (KDOL) directives.
2. **References.** K.S.A. 75-5723
3. **Background.** K.S.A. 75-5723 gives the Secretary of Labor the authority to organize and administer the Department of Labor, including the promulgation of policies and directives. Recent review of our directive system indicates a need for review and updating.
4. **Policy.** All directives of KDOL shall be issued in the following procedures.
5. **Procedure.** Except for directives that originate in the Office of the Secretary, division directors desiring to recommend a directive and/or directive change, shall;
 - Prepare a draft of the proposed directive with the following items:
 - **Purpose**
 - **References**
 - **Background**
 - **Policy**
 - **Procedure**
 - **Action Required**
 - **Inquiries**
 - **Rescission**
 - **Expiration date**
 - Prepare a brief memorandum explaining why this directive is needed. Submit the memorandum and draft of the directive to the Communications Division.
 - All directives, except those designated otherwise by the Secretary should be reviewed by the division director three years from the effective date of the directive, and every three years thereafter until rescinded.
 - Those KDOL directives currently in effect as of the date of this directive, and upon which expiration date is noted as “continuous,” shall be deemed to have a review date three years from the date of this directive.
 - Communications shall review the proposed directive and receive approval from the Chief Attorney. If changes are necessary, they will be noted and returned to the proposing division director for approval.
 - Communications will submit a final draft of the proposed directive to the Secretary for signature. The Secretary may approve, disapprove or modify the directive.
 - Communications, upon consultation with the Secretary and/or Chief Attorney, may decline to process any proposed directive.
 - After final approval of a directive, it will be added to the agency’s Intranet and Internet. If the directive contains confidential information, only the directive title and number will be added to the Internet. This decision is made by the Chief Attorney or Division Director.

- Communications is responsible for maintaining an ongoing numbering system for KDOL directives. Upon receiving a directive, Communications shall assign an appropriate directive number and add it to the list of directives.
- Communications is also responsible for maintaining a current list of Department directives with the Secretary of State. When a new directive is added, Communications shall mail an updated list of KDOL directive titles and numbers to the Secretary of State's office.
- Communications shall also maintain a current list of all directives, which shall at a minimum list the following:
 - a. Directive number
 - b. Title of the directive
 - c. Effective date
 - d. Expiration date
 - e. Numbers of any directives rescinded by the directive
 - f. Notation when the directive has been rescinded or repealed
- Communications shall properly note upon the entries of any directives rescinded by the new directive, the date of the rescission of that particular directive and the number of the directive rescinding it. Those directives thus rescinded shall be removed from the list of current directives.
- When a directive is repealed, documentation is filed by Communications on who authorized the repeal. The date of the repeal is noted on the directives list, the Intranet and Internet.
- The original of all current directives shall be retained by the Communications Division. Upon rescission of a directive, the original shall be delivered to the Chief Attorney for retention for historical/litigation purposes.
- Division directors and/or their designees are charged with the responsibility of periodic review of directives that they have sponsored and/or which have particular reference to their respective divisions, for current applicability or changes in the law.

6. **Action Required:** Immediately upon the effective date and distribution of this directive, the procedures set forth herein shall be followed.

7. **Inquiries:** Communications Director, (785) 296-0901 or Communications@dol.ks.gov

Signature on file

Lana Gordon, Secretary of Labor

Rescissions: 900-01-96	Expiration Date: Continuous
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