

**DIRECTIVE NUMBER:** 500-02-14

**DATE:** June 30, 2014

**TO:** All Kansas Department of Labor Employees

**FROM:** Lana Gordon, Secretary of Labor

**SUBJECT:** General Website Policy

1. **Purpose.** The Kansas Department of Labor Internet and Intranet sites serve as important communication tools and can be accessed at any time by people and organizations from across the globe. It is important that individual pages maintain the same format and navigation consistent with the agency's strategy. Therefore, Web design and content must be reviewed by the Communications Office prior to posting by the KDOL Webmaster.
2. **Procedure.** While program directors and other staff across the agency are responsible for their own program material and the associated communications, the KDOL Communications Office must be notified before all documents (including forms), artwork and audio or video files can be uploaded to the KDOL Internet and Intranet websites.

It's a collaborative effort among program staff and the Communications Office to review Web content for grammatical and stylistic accuracy. Substance and messaging are equally as important.

3. **Action Required.** Once a final review has occurred by the division, the document or other content should be sent to the Communications Office at [Communications@dol.ks.gov](mailto:Communications@dol.ks.gov) for review. Information regarding the desired time frame for posting information to the Internet or Intranet should be included. Please allow time for possible changes and joint approval process.
4. **Inquiries.** Communications Director, (785) 296-0901 or [Communications@dol.ks.gov](mailto:Communications@dol.ks.gov)

*Signature on file*

\_\_\_\_\_  
Lana Gordon, Secretary of Labor

Rescissions: 500-01-03, 100-01-13	Expiration Date: Continuous
-----------------------------------	-----------------------------