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Mike Beam, Secretary

Laura Kelly, Governor

Kansas Department of Agriculture Building Cubicle Policy

The standard cubicle desktop is set at a normal seated height. Desktops can be raised or lowered for an employee's comfort by submitting a request to the Building Manager. Administrative Services will pay for a one-time cubicle desktop adjustment for each employee, as needed.

If an employee desires a variable-height work station converter similar to a VARIDESK, he or she should make the request to his or her program manager. The program manager should check the program's budget for adequate funding and approve of the purchase if funds are available. The program is responsible for entering the purchase requisition in SMART. After the fiscal approval process is complete, the program manager should forward the request to the Building Manager, who will then order the converter from Kansas Correctional Industries.

Employees wanting an anti-fatigue mat and/or a tall chair or stool at their work station will be required to purchase those items for their own use.

Mike Beam, Kansas Secretary of Agriculture

Date