

## **KOSE Use of KDOT District Facilities**

**Authority:** Memorandum of Agreement (MOA) Article 3

### SOM 1.9.1, "Use of KDOT Buildings, Facilities, and Equipment

KOSE representatives may request the use of KDOT premises by providing reasonable prior notice (at least one (1) week) for the purpose of membership recruitment and/or administration of the MOA pursuant to Article 3, Section 1. "Access."

1. The District Engineer or designee will review and approve each request independently to ensure that the meeting will not interrupt KDOT work, will not involve employees who are working, will not cause KDOT to incur greater than nominal costs, and determine the meeting space will be provided where feasible subject to availability.
2. To eliminate interruption of state work and facilitate the operational needs of KDOT, KOSE shall provide at least one (1) week prior notice for the purpose of the District Engineer or designee to schedule, determine availability of the location, resolve scheduling or location conflicts, and approve the request. Furthermore, representatives who are not employees at the worksite shall provide written notice.
3. Approval for access shall not be unreasonably denied. Written denial of such requests shall be supported by informing KOSE of the cause for denial and shall be provided promptly to KOSE. (Written communication via email is acceptable.)
4. Due to the operational needs of KDOT, meetings will be scheduled prior to or following the normal work hours of the office in the area where the meeting will be held.
5. Due to the operational needs of KDOT, meetings will adjourn at least 15 minutes before the scheduled start time of the work place or begin at least 15 minutes following the end of the scheduled work hours of the office in the area where the meeting will be held. Those hours may fluctuate to meet the operational needs of KDOT.
6. Use of the facility will be limited to KDOT employees of that facility and KOSE representatives only.
7. KDOT employees will not be compensated to attend KOSE meetings.

8. The District Engineer will designate an employee not associated with the meeting to be responsible for securing the facility before, during, and after the meeting. This employee will be in pay status while performing this responsibility.
9. Meeting participants and KOSE representatives will not be allowed to use state owned telephones, computers, Fax machines, etc. while using the facility.
10. Meeting participants and KOSE representatives will be expected to leave the facility in the same condition as it was prior to the meeting.
11. Requesting, reserving, and using meeting space shall conform to this established practice and policy.