

**UNDERSTANDING OF SELECTED CONDITIONS OF EMPLOYMENT**  
**Office for State Human Resources, Adjutant General's Department**

By accepting a state position with The Adjutant General's Department you agree to the following conditions of employment:

1. Accept compensatory time (at the time and a half rate) in lieu of pay for overtime hours worked.
2. Commit in writing to the *State Substance Abuse Policy*. See Attached.
3. Be honest, trustworthy, industrious and reliable.
4. Understand that a KBI security check will be conducted. Some worksites also require a military security clearance and/or a FEMA clearance. Felony convictions or serious driving convictions may be grounds for non-selection or dismissal.
5. Work the approved work schedule. This includes beginning work promptly at the scheduled time. Employees are not to work outside scheduled hours without the authorization of a supervisor.
6. Ensure that your appearance, dress and demeanor project a positive and professional image of the agency at all times.
7. Work well with others, serve your customers, and demonstrate a commitment to a good working environment, free of discrimination and sexual harassment.
8. Understand that many positions are funded totally, or in part, through federal funding. Employment is contingent on continued federal funding.

I have read, understand and will adhere to the conditions of employment described above.

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Name: \_\_\_\_\_ Date: \_\_\_\_\_