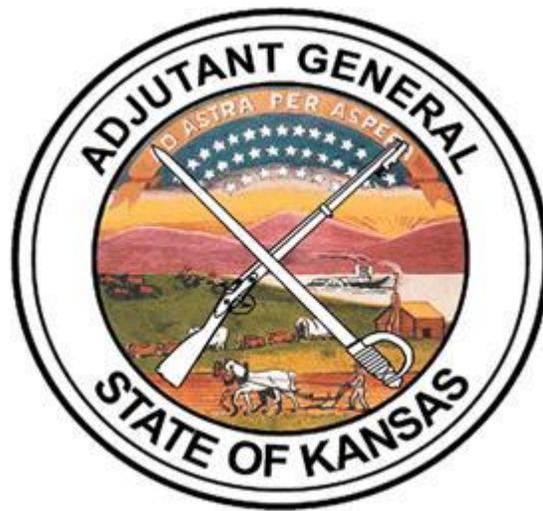


Kansas Adjutant General's Department

New Employee Orientation Materials

Employee's Copy



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Welcome to the AGENCY

The Agency has prepared these materials to provide you with an overview of policies, benefits, and rules. It is intended to familiarize you with important information about the agency, as well as provide guidelines for your employment experience with us in an effort to foster a safe and healthy work environment. Please understand that these materials only highlight policies, practices, and benefits for your personal understanding and cannot, therefore, be construed as a legal document. It is intended to provide general information about the policies, benefits, and regulations governing the employees of the agency, and is not intended to be an express or implied contract. The guidelines presented in these materials are not intended to be a substitute for sound management, judgment, and discretion.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question. In addition, circumstances will undoubtedly require that policies, practices, and benefits described in these materials change from time to time. Accordingly, the agency reserves the right to modify, supplement, rescind, or revise any provision of these materials from time to time as it deems necessary or appropriate in its sole discretion with or without notice to you.

No business is free from day-to-day problems, but we believe our personnel policies and practices will help resolve such problems. All of us must work together to make the agency a viable, healthy, and successful organization. This is the only way we can provide a satisfactory working environment that promotes genuine concern and respect for others including all employees and the citizens of Kansas. If any statements in these materials are not clear to you, please contact Human Resources for clarification.

About the Agency

The Adjutant General's Department has the responsibility for the operations of the Kansas Army and Air National Guard, the Kansas Division of Emergency Management and Kansas Homeland Security. It also provides administrative support for the Kansas Wing of the Civil Air Patrol.

MISSION

The department's mission is to be the —911 for the state and nation's emergency responders, protect life and property in Kansas, provide military capability for our nation and be a valued part of our communities.

KANSAS NATIONAL GUARD

The Adjutant General administers the joint federal-state program that is the Kansas Army and Air National Guard. Approximately 7,500 Guardsmen currently serve the state of Kansas. Military equipment for the Kansas Guard is furnished by the U.S. Department of Defense through the National Guard Bureau. Federal control is exercised over military strength and mobilization of the Kansas Guard. Federal personnel are employed in both administrative and maintenance jobs in armories and maintenance shops.

The Kansas Army National Guard is made of the:

- Joint Forces Headquarters, Topeka;
- 69th Troop Command, Topeka;
- 635th Regional Support Group, Hutchinson
- and their subordinate units.
- 35th Infantry Division, Fort Leavenworth;
- 287th Sustainment Brigade, Wichita
- 235th Regiment, Salina

The Kansas Air National Guard is organized into two groups:

- 184th Intelligence Wing at McConnell Air Force Base in Wichita
- 190th Air Refueling Wing at Forbes Field in Topeka

KANSAS HOMELAND SECURITY

Kansas Homeland Security, within the Adjutant General's Department, coordinates statewide activities pertaining to the prevention of and protection from terrorist-related events. This involves all aspects of prevention/mitigation, protection/preparedness, response and recovery. Homeland Security addresses threats aimed at people, including threats to agriculture and food supplies, and outbreaks of illness. Homeland Security serves as a liaison between federal, state and local agencies and the private sector on matters relating to the security of the state and its citizens.

AGENCY

Open-Door Policy

In keeping with the agency's philosophy of open communication, all employees have the right and are encouraged to speak freely with management about their job-related concerns.

We urge you to go directly to your supervisor to discuss your job-related ideas, recommendations, concerns and other issues which are important to you. If, after talking with your supervisor, you feel the need for additional discussion, you are encouraged to speak with human resources.

The most important relationship you will develop at the Agency will be between you and your supervisor. However, should you need support from someone other than your supervisor, human resources personnel are committed to resolving your individual concerns in a timely and appropriate manner.

Equal Employment Opportunity

It is the policy of the Agency to provide equal employment opportunity to all employees and applicants for employment and not to discriminate on any basis prohibited by law, including race, color, sex, age, religion, national origin, disability, marital status or veteran status. It is our intent and desire that equal employment opportunities will be provided in employment, recruitment, selection, compensation, benefits, promotion, demotion, layoff, termination and all other terms and conditions of employment.

Working and Compensation

Employment on an At-Will Basis

All employees of the agency, regardless of their classification or position, are employed on an at-will basis. This means that each employee's employment is terminable at the will of the employee or the agency at any time, with or without cause and with or without notice. No officer, agent, representative, or employee of the agency has any authority to enter into any agreement with any employee or applicant for employment on other than on an at-will basis. Furthermore, nothing contained in the policies, procedures, booklets, manuals, job descriptions, application for employment, or any other document of the agency shall in any way create an express or implied contract of employment or an employment relationship on other than an at-will basis.

Pay Period and Payday

The State issues paychecks Fridays, on a bi-weekly basis. Pay periods start on Sunday and end two weeks later on Saturday evening. Pay is direct deposited and no paper checks or stubs will be given out. Employees check their paystubs via the "Employee Self Service" online. (<http://www.da.ks.gov/ps/subject/ssc/>) This is also where you will submit your time sheet for payroll processing.

Employment Classifications

For the sole purpose of determining the allowance of certain employee benefits, employees are classified as:

- (1) Classified/Unclassified Full-Time Employees -An employee who has satisfactorily completed the introductory period and is scheduled to work an average of forty (40) hours per week on a regular and continuous basis.
- (2) Classified/Unclassified Part-Time Employees -An employee who has satisfactorily completed the introductory

period and is usually scheduled to work less than an average of forty (40) hours per week but not less than ten (10) hours per week on a regular and continuous basis.

(3) Temporary (999'r) Employees -An employee whose services are anticipated to be of limited duration (999 hours) falls into this classification. These employees are not eligible for participation in those employee benefits programs made available for the Agency Full-Time and Part-Time Employees.

For payroll purposes, employees will be classified as one of the following:

- a) Exempt Employees -Certain employees are paid on a salary basis for all hours worked each week. These employees are expected to work whatever hours are required to accomplish their duties, even if it exceeds their normal workweek. No overtime pay will be paid to exempt employees in most circumstances.
- b) Non-Exempt Employees -All employees who are not identified as exempt employees are considered non-exempt employees. Non-exempt employees are eligible for payment of overtime pay.

Maintaining Your Personnel Records

It is your responsibility to provide current information regarding your address, telephone number, insurance beneficiaries, change in dependents, marital status, etc. Please use the personnel records form to note any changes in your address, phone number, emergency contact information, marital status, number of dependents, etc. Changes in exemptions for tax purposes will only be made upon the receipt of a completed W4 form.

Personnel Files

Employee personnel files are the property of the agency, and do not belong to the employee. However, upon request, the agency will provide employees with copies of performance evaluations and other performance-related documents that the employee has previously received.

Standards and Expectations for the Workplace

Safety

The agency believes in maintaining safe and healthy working conditions for our employees. However, to achieve our goal of providing a safe workplace, each employee must be safety conscious. We have established the following policies and procedures that allow us to provide safe and healthy working conditions. We expect each employee to follow these policies and procedures, to act safely, and to report unsafe conditions to his or her supervisor in a timely manner.

Reporting Unsafe Conditions or Practices

Employees are expected to continually be on the lookout for unsafe working conditions or practices. If you observe an unsafe condition, you should warn others, if possible, and report that condition to your supervisor immediately. If you have a question regarding the safety of your workplace and practices, ask your supervisor for clarification.

If you observe a coworker using an unsafe practice, you are expected to mention this to the coworker and to your supervisor. Likewise, if a coworker brings to your attention an unsafe practice you may be using, please thank

the coworker and make any necessary adjustments to what you are doing. Safety at work is a team effort.

Maintaining a Safe Worksite

We expect employees to establish and maintain a safe worksite. This includes but is not limited to the following applications:

- Maintaining proper fall-protection systems.
- Building and maintaining walkways, handrails, and guardrails.
- Properly lifting and lowering heavy objects.
- Inspecting tools and equipment for defects before use.
- Keeping walkways clear of debris.
- Construction and use of safe scaffolding.
- Inspecting, cleaning, and properly storing tools and equipment after use.
- Following established safety rules.

Using Safety Equipment

Where needed, the agency provides its employees with appropriate safety equipment and devices. You are required to use the equipment provided in the manner designated as proper and safe by the manufacturer. Failure to properly use safety equipment may lead to disciplinary action, up to and including termination.

If you require safety equipment that has not been provided, contact your supervisor before performing the job duty for which you need the safety equipment.

Reporting an Injury

Employees are required to report any injury, accident, or safety hazard immediately to their supervisor(s). Minor cuts or abrasions must be treated on the spot. More serious injuries or accidents will be treated accordingly. Serious injuries must be reported on the injury or accident report form available in the office.

Hazard Communications

If you believe that you are dealing with a hazardous material and lack the appropriate information and/or safety equipment, contact your supervisor immediately.

Care of Equipment and Supplies

All employees are expected to take care of all equipment and supplies provided to them. You are responsible for maintaining this material in proper working condition and for promptly reporting any unsafe or improper functioning of this material to your supervisor.

Neglect, theft, and/or destruction of the agency's materials are grounds for disciplinary action, up to and including termination.

Smoking at the Workplace

The agency's policy is to provide smoke-free environments for our employees, customers, and the general public. Smoking of any kind is prohibited inside our office and on our worksites. Employees may smoke on scheduled breaks or during meal times, as long as they do so outside the worksite or office in designated smoking areas only. Employees who take excessive smoke breaks may be required to work longer hours to make up for time lost smoking.

Employees are also responsible to inform all those working on our job sites of this smoke-free policy, and report to their supervisor any violation of this policy.

Because our employees are the most valuable asset with our agency, assistance is available for employees through the Employee Assistance Program. Employees can contact HealthQuest directly at 1-888275-1205 or contact the State Human Resources office at 785-274-1460.

Policies

BEHAVIOR OF EMPLOYEES

Policy:

It is the policy of the Adjutant General's Department that certain rules and regulations regarding employee behavior are necessary for efficient business operations and for the benefit and safety of all employees. Conduct that interferes with operations, discredits the Adjutant General's Department, or is offensive to customers or coworkers will not be tolerated.

Comment:

- (1) Employees are expected at all times to conduct themselves in a positive manner in order to promote the best interests of the Adjutant General's Department. Appropriate employee conduct includes:
 - (a) Treating all customers, visitors, and coworkers in a courteous manner;
 - (b) Refraining from behavior or conduct that is offensive or undesirable, or which is contrary to the Adjutant General's Department's best interests;
 - (c) Reporting to management suspicious, unethical, or illegal conduct by coworkers, customers, or suppliers;
 - (d) Reporting to management any threatening or potentially violent behavior by coworkers;
 - (e) Cooperating with Adjutant General's Department investigations;
 - (f) Complying with all Adjutant General's Department safety and security regulations;
 - (g) Wearing clothing appropriate for the work being performed;
 - (h) Performing assigned tasks efficiently and in accordance with established quality standards;
 - (i) Reporting to work punctually as scheduled and being at the proper work station, ready for work, at the assigned starting time;
 - (j) Giving proper advance notice whenever unable to work or report on time;
 - (k) Smoking only at times and in places not prohibited by Adjutant General's Department rules or local ordinances;
- (2) The following conduct is prohibited and individuals engaged in it will be subject to discipline, up to and including termination:
 - (a) Engaging in or threatening acts of workplace violence, including but not limited to:
 - (i) Possessing privately owned firearms or other weapons on Adjutant General's Department property;
 - (ii) Fighting or assaulting a coworker, security guard, guest, or customer;
 - (iii) Threatening or intimidating a coworker, security guard, customer, or guest;
 - (b) Engaging in any form of sexual or other harassment;

- (c) Reporting to work under the influence of alcohol or illegal drugs, or narcotics or using, selling, dispensing, or possessing alcohol or illegal drugs or narcotics on Adjutant General's Department premises;
 - (d) Disclosing trade secrets or confidential Adjutant General's Department information;
 - (e) Falsifying or altering any Adjutant General's Department record or report, such as an employment application, medical reports, production records, time records, expense accounts, absentee reports, or shipping and receiving records;
 - (f) Stealing, destroying, defacing, or misusing Adjutant General's Department property or another employee's or customer's property;
 - (g) Misusing Adjutant General's Department communications systems, including electronic mail, computers, Internet access, and telephones;
 - (h) Refusing to follow management's instructions concerning a job-related matter or being insubordinate;
 - (i) Failing to wear assigned safety equipment or failing to abide by safety rules and policies;
 - (j) Smoking where prohibited by local ordinance or Adjutant General's Department rules;
 - (k) Using profanity or abusive language;
 - (l) Sleeping on the job without authorization;
 - (m) Gambling on Adjutant General's Department property;
 - (n) Playing pranks or engaging in horseplay; and
 - (o) Wearing improper attire or having an inappropriate personal appearance.
- (3) The examples of impermissible behavior described in Comment (2), above, are not intended to be an all-inclusive list. At management's discretion, any violation of the Adjutant General's Department's policies or any conduct considered inappropriate or unsatisfactory may subject the employee to disciplinary action.

HOURS OF WORK

Policy:

It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law.

Comment:

- (1) The normal workweek is Sunday through Saturday, beginning and ending at midnight on Saturday, and consisting of forty hours. The normal workday will consist of eight hours of work with a meal period. Rest or coffee breaks are considered as time worked.
- (2) The schedule of hours for employees will be determined by each department head. The department head will inform employees of their daily schedule of hours of work, including meal periods and rest or coffee breaks, and of any changes that are considered necessary or desirable by the Adjutant General's Department.
- (3) Department heads may schedule overtime or extra shifts. Supervisors will assign overtime to nonexempt employees (those employees who are subject to the minimum wage and overtime provisions of the Fair Labor Standards Act) as needed. Employees are not permitted to work overtime without the prior approval of their supervisor or department head. For the purposes of overtime compensation, only hours worked in excess of forty during a workweek will be counted.
- (4) Employee attendance at lectures, meetings, and training programs will be considered hours of work, and therefore will be compensated time, if attendance is requested by management.
- (5) All employees are required to complete an individual time sheet showing the daily hours worked. Time sheets cover two work weeks. The following points should be considered in filling out time sheets:
 - (a) Employees should record their starting time, time out for lunch, time in from lunch, quitting time, and total hours worked for each workday;
 - (b) Employees are not permitted to sign in or begin work before their normal starting time or to sign out or stop

work after their normal quitting time without their supervisor's prior approval;

- (c) Employees are required to take scheduled meal options;
 - (i) 20 minute paid meal break. Employee must stay at their work station or in close proximity and be immediately available for work. Therefore, these employees are not to conduct personal business or leave their work area or worksite.
 - (ii) 30 minutes or greater unpaid meal break.
- (d) Employee time records should be checked and approved by the supervisor involved. Time not worked for which an employee is entitled to be paid (paid absences, paid holidays, or paid vacation time) should be entered by the supervisor on the time record. Authorized overtime also should be identified by the supervisor;
- (e) Unapproved absences should not be considered as hours worked for pay purposes. Supervisors should inform employees if they will not be paid for certain hours of absence; and
- (f) Filling out another employee's time record or falsifying any time record is prohibited and may be grounds for disciplinary action, up to and including termination. (s

(8) If possible, full-time employees may have a paid 15-minute rest break midpoint during each half of the shift. Part-time employees may have a paid 15-minute rest break midpoint through their shift. Since these breaks are paid they may not be combined nor can they be used to leave early, arrive late or for extended meal breaks.

- (9) Flex time schedules will allow for a variety of schedule options ranging from the traditional Monday thru Friday, 8:00 AM-5:00 PM with a one hour unpaid meal break, to a 4 1/2 day workweek 8-5 Monday thru Thursday and 8-noon Friday schedule with a 20 minute paid meal break, etc.
 - (a) Services and mission requirements should not be compromised by Flex time schedules. Employees may be required to work outside their regular work schedule to meet critical agency needs or participate in professional development seminars and/or rearrange their work hours to prevent/reduce overtime. However, schedule changes and rearrangement of hours should be kept to a minimum.
 - (b) Flex time is a benefit not a right. As always, the supervisor for job related reasons may modify individual and unit work schedules. These include, but are not limited to, new work requirements, availability for customers and co-workers, abuse of flextime privileges, declining attendance, excessive tardiness, additional training, closer supervision, coverage requirements, etc.
 - (c) Senior managers and worksite managers are to provide The Adjutant General's Office and the agency's State Human Resource Office with their "Core Hours Coverage Plan" and submits updates in timely manner.
 - (d) Senior managers will determine if all employees desiring a 4 or 4½ day work week will be required to take the same day or half day off each week or have the off work time of those employees staggered throughout the week.
 - (e) Employees will continue to request alternative work schedules by completing the agency's "State Employee Work Hours and Flextime Request Form" and submitting it to their supervisor and through the chain of command for approval. If approved, the senior manager will submit the form to State Human Resources (SHR) for the Adjutant General's approval.
 - (f) An employee, supervisor or senior manager desiring a deviation from this policy may do so by submitting a written request to The Adjutant General, through the State Human Resources Director. This request should state the desired alternative and justification.

PERFORMANCE APPRAISALS

Policy:

It is the policy of the Adjutant General's Department that the job performance of each employee should be evaluated periodically by the employee's supervisor.

Comment:

- (1) Supervisors should complete performance appraisals upon the following occasions:
 - (a) By the end of the first six months of employment;
 - (b) In conjunction with the anniversary date of employment;

- (c) When the employee is transferred or promoted to a new job;
- (d) When the employee is assigned to a new supervisor; and
- (e) When a reduction in staff is necessary.

If a performance appraisal has been completed within one month of the above occasions, a new appraisal does not need to be completed. Between scheduled appraisals, supervisors should discuss with employees on an informal basis any performance issues that require attention and should keep records of any significant incidents.

- (2) In evaluating employees, supervisors should consider factors such as the experience and training of the employee, the job description, and the employee's attainment of previously set objectives and goals. Other factors that normally should be considered include knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation, initiative, reliability, attendance, judgment, conduct, and acceptance of responsibility.
- (3) Supervisors should prepare a written appraisal of each employee's job performance. The appraisal should include the supervisor's comments and recommendations, an action plan for both the employee and supervisor, and performance goals for the next evaluation period.
- (4) Department heads should review each supervisor's written evaluation to help assure that the evaluation has been completed properly in as fair and objective a manner as possible.
- (5) After the written evaluation has been reviewed by the department head, the supervisor and employee should meet and discuss the evaluation, assess the employee's strengths and weaknesses in a constructive manner, and set objectives and goals for the coming period. The employee should be given the opportunity to examine the evaluation and make written comments about any aspect of it. The employee and supervisor then should sign and date the evaluation and forward it to the Human Resources Department for review and inclusion in the employee's personnel file.
- (6) In addition to adding written comments to their performance appraisal, employees may request a review by their department head or the Human Resources Department.
- (7) Information derived from the performance appraisal may be considered when making decisions affecting training, pay, promotion, transfer, or continued employment.

PROGRESSIVE DISCIPLINE

Policy:

The Adjutant General's Department will utilize the principles of progressive discipline as described in this policy and its attachments. (See Progressive Discipline Chart.)

Comment:

- (1) Progressive discipline is correction generally administered in stages, starting from least severe progressing to the most severe.
- (2) Greater or lesser disciplinary action may be taken based on the severity of an offense, the frequency of committing related offenses, the particular circumstances involved, the employee's past work record and any other pertinent factors.
- (3) A first offense of a very serious nature could result in formal disciplinary action, including termination.
- (4) Discipline will be applied in a fair and consistent manner.

- (5) Discipline, with the exception of dismissal, is designed to redirect an employee and improve performance and/or behavior to an acceptable level.
- (6) In most circumstances, supervisors should provide an employee an opportunity to respond to an incident, issue or allegation prior to taking an informal action or recommending a formal one.
- (7) When an informal action is taken, the employee should be provided information regarding the action and desired outcome.
- (8) Discipline will be documented as specified in the definitions below.

Definitions:

- 1. Casual Counseling** (*Preliminary Action*)
 - The supervisor informally brings a performance or behavior concern to the attention of the employee and informs the employee of what needs to change.
 - In most circumstances this is all that needs to be done.
 - The supervisor documents the conversation in his/her supervisory file.
- 2. Verbal Counseling** (*Informal Disciplinary Action*)
 - Usually done when casual counseling has not affected the desired change.
 - This is the first step in progressive discipline.
 - The supervisor formally brings a performance or behavior concern to the attention of the employee and informs the employee of what needs to change.
 - Documented in writing for the supervisory file.
- 3. Counseling Memorandum** (*Informal Disciplinary Action*)
 - Usually written by the immediate supervisor.
 - Signed by the employee.
 - Placed in the employee's official personnel file in the State Human Resource Office (SHRO).
- 4. Letter of Reprimand** (*Informal Disciplinary Action*)
 - Usually written by the unit supervisor, section supervisor, division director or worksite administrator.
 - Signed by the employee.
 - Placed in the employee's official personnel file in the State Human Resources office.
- 5. Suspension, Dismissal, Involuntary Demotion and Reduction in Pay** (*Formal Disciplinary Actions*)
 - Formal disciplinary actions are taken by the *Adjutant General*.
 - Affect pay and/or employment.
 - Suspension is one or more days off work *without pay*.
 - Dismissal is termination from state service.
 - Involuntary demotion is a reduction in classification or job title and wages/salary.

Any exceptions to this policy may be requested and approved by the Director of State Human Resource Office (SHRO). The merits of which will be taken on a case-by-case basis.

STANDBY PAY

Policy:

It is the policy¹ of the Adjutant General's Department to establish the time and duration of working hours as required

by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law and to comply with State and Federal minimum wage, overtime, recordkeeping, and other requirements.

Comment:

- (1) This policy applies to non-exempt (hourly) employees.
- (2) Employees are eligible for stand-by pay under the following conditions:
 - (a) The period of time is outside an employee's regular work hours*

*If there is a staff shortage during business hours and an employee is on a rearranged work schedule, the employee may be authorized to continue on stand-by status during regular business hours while not at work.
EXAMPLE: An employee has already worked 40 hours by Thursday and is on Stand-by duty for the week. If on Friday, other staff are out-of-town and unavailable to take emergency calls, the employee on Stand-by, as authorized by the supervisor, will continue to take emergency calls even during regular business hours and be compensated the respective Stand-by rate.
 - (b) During this period of time, the employee is required, at agency direction, to remain available to the agency to perform necessary work within a specified response time as determined by program or worksite management;
 - (c) Limited to work situations where a reasonable probability of emergency recall exists.
- (3) Stand-by may be required for employees on a regular, reoccurring basis or “as needed.” Examples of potential “as needed” stand-by include, but are not limited, to the following:
 - (a) Predictions of severe weather where employees may be needed to clear ice or snow from the premises and immediately respond to after-hours mechanical breakdowns on drill weekends or second and third shifts.
- (4) At the discretion of the agency, any employee on stand-by who is not available in accordance with the terms and conditions contained in the Agreement for Stand-By Compensation, and who does not present reasonable justification for failure to call and/or report as required when called, may be subject to disciplinary action and forfeiture of stand-by compensation for that stand-by period.
- (5) Employees are not to work more than seven (7) consecutive days in a stand-by status. Occasionally, due to unforeseen circumstances, employees may be required to be in stand-by status for longer than seven (7) consecutive days. However, the maximum number of days in stand-by status shall not exceed 14 days in any twenty-eight (28) day period without prior written approval from the Adjutant General or his designated representative.
- (6) Employees are not to be scheduled for stand-by more than every other weekend. Occasionally, due to unforeseen circumstances, employees may be required to be in stand-by status two consecutive weekends. However, the maximum number of weekends in stand-by status shall not exceed two (2) weekends in any twenty-eight (28) day period without prior written approval from the Adjutant General or his designated representative.
- (7) Employees may switch stand-by duty with the prior approval of the respective director or worksite manager (or designee) so long as the switch does not cause either employee to violate (5) and (6) above.
- (8) Employees must notify their supervisor or designee at least 72 hours prior to scheduled stand-by duty if they are unable to perform stand-by duty as scheduled.
- (9) Excessive periods of unavailability for stand-by may be causes for loss of eligibility for stand-by status, at the discretion of the supervisor or designee. Additionally, employees in positions requiring stand-by may also be subject to disciplinary action, including dismissal. (See DISCIPLINARY PROCEDURE)

- (10) Employees on leave are not to be scheduled for stand-by until the employee returns to regular work status. (Regular work status - If authorized leave ends the day before a weekend or holiday, the employee may perform stand-by duties throughout the weekend and/or holiday.)
- (11) Employees relieved of duty pending an investigation (K.A. R. 1-9-19) will not perform stand-by until the investigation is completed and the employee returns to work. In such cases, the director will determine the appropriateness of scheduling the employee for stand-by duty. The agency may permanently or temporarily remove an employee from working stand-by at its discretion. Employees will be provided such notices in writing.
- (12) Compensation Issues will be addressed as follows:
- (a) Calls or work in excess of seven (7) minutes are compensable and are to be reflected on timesheets.
 - (b) Calls or work of seven (7) minutes or less (de minimis rule) are not compensable unless:
 - (i) They are regular or daily calls or
 - (ii) There are multiple calls with such frequency that it interferes with the employee's personal activities.
 - (c) Employees are to maintain a log (or an approved equivalent) of calls taken and any work performed while on stand-by. This log is to be attached to the corresponding timesheet.
 - (d) Employees are compensated \$1.00 per hour on stand-by in accordance with state regulation 1-5-26, or as provided for in respective labor agreements or unclassified pay plans.
 - (e) Each employee on stand-by who is called in to work shall be compensated for the actual hours worked at the appropriate rate of pay, but shall not be paid stand-by compensation for that time actually worked. EXAMPLE: If an employee works three hours during a 16 hour stand-by period, he/she will receive stand-by pay for 13 hours since the employee is being compensated at their appropriate regular pay rate for three hours.
 - (f) When an employee on stand-by is "called in" or "called back" to work within a two-hour period of their regular work schedule, the minimum of two hours compensation specified in K.A. R. 1-2-25 of "Call in and call back pay" does not apply.
 - (g) Only the hours actually worked by the non-exempt employee shall be credited in determining eligibility for overtime compensation.
 - (h) Employees may only be compensated for a maximum of 24 hours in a day. On holidays, employees on stand-by receive Holiday Credit Paid (HDC) for the number of hours they are regularly scheduled to work. Therefore, the maximum number of stand-by hours possible on a holiday is the difference between the number of hours regularly scheduled for that holiday and 24. EXAMPLE: 24-8 hour day=16 hours of stand-by; 24-10 hour day=14 hours of stand-by.
 - (i) Time during which an employee is restricted to a particular telephone number at a 'specific location designated by the employer', or to the 'employer's premises', in order to remain personally available to the employer shall be considered hours worked and the employee shall be compensated at the employee's regular rate of pay instead of receiving stand-by compensation. With the use of wireless communication devices employees on stand-by are able to effectively use their time for their own purposes. It would be rare for employee to be restricted to a specific location and phone where they could not pursue their personal interests.
 - (j) If an employee performs stand-by related work, the employee will be compensated for that work in the following priority order unless otherwise determined by the agency:
 - (i) Rearranged time within the same work week (i.e. week, Sun-Sat) as the stand-by was performed.
 - (ii) Compensatory time.
 - (iii) Pay.
 - (k) While every effort will be made to meet the needs of the individual, the final determination as to how an employee will be compensated shall be determined by the agency, in its absolute discretion unless otherwise covered under a labor agreement.

Process:

- (1) The respective director or worksite manager (or their designees) determines if stand-by, as defined in State regulation and agency policy, is warranted for a particular situation. If so, a written plan sufficiently describing the reasoning and position(s) involved is submitted to the State Human Resources Office (SHRO).
- (2) SHRO will review the written plan and determine if the employee/position and the reasoning for placing him/her on stand-by is consistent with State intent and agency policy for stand-by.
 - (a) If the SHRO Director approves the written plan an effective date for starting stand-by will be determined by the requesting director or worksite manager (or designee).
 - (b) If the SHRO Director does not believe the plan is consistent with the applicable rules, regulation and policies, he/she will respond back to the director within seven (7) business days from the day SHRO receives the request explaining in writing how the plan is non-complaint.
 - (c) The director or worksite manager may then modify the plan accordingly or make a written request for reconsideration through the SHRO Director to the Adjutant General (or designee) for a final decision.
- (3) The Director or worksite manager (or their designees) who have an existing document they would prefer to use for logging stand-by calls and work other than the document provided, must obtain prior approval from SHRO prior to using such a non-standard log.
- (4) Prior to beginning stand-by duty, the supervisor or designee will provide an employee with copies of
 - (a) K. A. R. 1-5-26,
 - (b) The agency's Stand-By policy,
 - (c) The approved reporting log,
 - (d) The Agreement for Stand-By Compensation.

The supervisor will explain those documents and answer any questions from the employee. The supervisor will decide on a reasonable "specified response time" for notification purposes, and enter the response times on the Agreement. When the director approves the Agreement, he/she is also approving the response times.

- (5) The employee and supervisor will sign the agreement followed by the director's signature of approval. The director or supervisor will provide a copy of the signed agreement to the employee and submit the original to SHRO for filing in the employee's official personnel file.
- (6) The director or worksite manager (or designee) will develop a stand-by schedule in compliance with this policy and inform all affected employees. A courtesy copy should be provided to SHRO to aid in checking timesheets and resolving stand-by discrepancies.
- (7) As employees or positions designated for stand-by change, written notification from the director or worksite manager (or designee) is to be sent to SHRO.
- (8) While on stand-by, employees are to keep a "Stand-by Log" (or its approved equivalent) and attach it to their timesheet. The supervisor, as with any timekeeping document, will review it for compliance with policy and accuracy; make any necessary corrections and submit it to SHRO.

TRAVEL

Policy:

It is the policy of the Adjutant General's Department to ensure that employee travel is consistent with the business objectives of the Adjutant General's Department, and to also ensure fair and equitable treatment of employees by defining procedures for authorized business travel and guidelines for expense reimbursement.

Comment:

A critical balance must be sought when requesting travel. This is the Department's need for cost effectiveness and the employee's need for quality services and support. Employee travel should be via the lowest cost alternative, consistent with good business practices. Neither luxury, nor sub-standard modes of transportation and accommodations should be used.

Employee travel and the expenses associated with it will be authorized only in circumstances which are clearly consistent with the mission of the Adjutant General's Department. It will be the responsibility of each manager to ensure that all employee travel meets this objective and that reimbursement made only for actual, reasonable business expenses in connection with authorized travel as defined in this document. In order to maintain control over expenditures, any expense submitted which does not comply with the guidelines of this procedure will not be reimbursed, unless accompanied by a valid exception by management. Expense reports must be submitted in a timely manner.

Managers Responsibility:

- (1) Individuals authorized to approve business expenditures of others will administer these policies and are responsible to:
 - (a) Attest that the purpose of the expense is valid and directly related to business.
 - (b) Request further documentation or explanation for expenses that appear to be excessive or unusual in relation to the nature of the business travel. Explanation of such expenditures must be included on the Travel Payment Voucher (DA-125).
 - (c) Send approved Travel Payment Voucher (DA-125) directly to Comptroller's Office (on a timely basis).
 - (d) Understand that while Comptroller's Office will review the Travel Payment Voucher (DA-125), the primary responsibility for the appropriateness of expenditures rests with the traveler/employee and the individual responsible for departmental approval.
- (2) Managers should know current travel policy and inform their departmental staff of company policy and procedures.
- (3) During a week in which an employee travels, supervisors should pre-approve a rearranged work schedule in order to avoid overtime if at all possible.
- (4) If overtime is unavoidable, the employee and supervisor will complete and submit the regular agency overtime form with the timesheet.

Employee's Responsibility:

- (1) The individual submitting a Travel Payment Voucher (DA-125) bears the responsibility to:
 - (a) Verify that all expenses being paid or reimbursed are valid and conform to this policy document and understand that requests lacking required documentation and/or business purpose will be questioned and perhaps not be reimbursed through these policies.
 - (b) Attest that expenses submitted for reimbursement have not been previously paid through a prior

- submitted expense report, cash advance, or by an outside agency or other third party.
- (c) Submit all forms related to his/her travel to Comptroller's Office within 60 days of completion of travel or latter of incurrence/payment of the business expense.
 - (d) Retain accountability for ensuring all expenses are in accordance with this policy document even though the employee may delegate responsibility for Travel Payment Voucher (DA-125) preparation to an assistant.
 - (e) Notify Comptroller's Office at least two week prior to needing to acquire necessary travel arrangements. If you notify the Comptroller's Office of your travel plans in advance, your trip will, in most cases cost considerably less.
 - (f) Incur only expenses that are consistent with the business needs, and
 - (g) Exercise care in determining appropriate expenditures.
- (2) During a week in which an employee travels, supervisors should pre-approve a rearranged work schedule in order to avoid overtime if at all possible.
- (3) If overtime is unavoidable, the employee and supervisor will complete and submit the regular agency overtime form with the timesheet.

*The traveler and authorizer should note that the Comptroller's Office routinely examines Travel Payment Voucher (DA-125) for compliance with State of Kansas policies.

Controller's Group/Accounts Payable Responsibilities:

- (1) The Accounts Payable department within the Controller's Group is responsible for reviewing Travel Payment Voucher (DA-125) prior to processing the reimbursement to verify that expenses are reasonable and meet the following criteria:
- (a) Information on the Travel Payment Voucher (DA-125) is supported by accompanying support documentation, which is both complete and in accordance with this policy document.
 - (b) Expenses conform to any requirements imposed by the Internal Revenue Service, Kansas Department of Administration, or, as applicable, sponsoring agencies.
 - (c) Expenses have been reviewed/approved by the appropriate approver.
 - (d) Expenses have been reviewed for compliance with Department Policies.

Process:

- (1) Upon determination that a trip is necessary, a "Travel Request Form" must be filled out and signed by department manager.
- (2) The conference agenda or a meeting schedule is to be submitted with the Travel Request Form to support the business purpose of the trip. The entire conference agenda should be attached; the most important pages are those containing the location of the conference, the schedule (including start and end times of meetings and conferences) and those pertaining to the traveler's involvement at the conference (e.g., as a speaker or panel member).
- (3) Any personal travel or recreation leave during the period of travel must be clearly indicated on the Travel Request Form and a leave slip must be submitted with the form.
- (a) When an employee leaves for personal travel or recreation or for any reason not connected with official duties, the employee must show this clearly on their time sheet.
 - (b) Employees will need to use accrued leave time and follow applicable policy and procedures for gaining prior approval of leave usage.

- (c) Expenses incurred by an employee who chooses to travel to a different location for personal reasons will not be considered reimbursable. Time spent in non-travel or non-work activities is not compensable
- (4) If an employee is required to travel out-of-state and return in one day, all travel time is compensable with the *exception* of mealtimes and travel time from employee's home to regular assigned work location.
- (5) If an employee is required to travel out-of-state and stay overnight. All time spent traveling by the employee is compensable even on non-regular workdays with the following exceptions:
 - (a) Scheduled layovers falling outside the individual's regular work hours for which he/she is able to leave the transportation terminal and pursue personal interests.
 - (b) Meal breaks based on the individual's regular schedule.
 - (c) Unscheduled flight delays at the end of the day greater than two hours. Within the two hour delay period an employee must determine whether to rebook the next day and stay in a hotel or stay at the airport overnight in a non-pay status.
 - (d) Time spent in non-travel or non-work activities is not compensable.
- (6) If an employee is traveling by Air, the employee must:
 - (a) Notify the Comptroller's Office at least two week prior to needing to acquire necessary travel arrangements. If you notify the Comptroller's Office of your travel plans in advance, your trip will, in most cases cost considerably less.
 - (b) Use of "Non-Refundable" airfares is the approved method of ticketing. These fares are usually considerably less expensive than refundable un-restricted fares. In most cases, if the travel must change or the trip canceled all together, the funds can be used as a credit toward future travel, less a service charge imposed by the airline.
 - (c) Business class travel is not permitted. All employees will fly least expensive class.
 - (d) Employees are not authorized to arrive at an airport terminal more than two (2) hours prior to the departure of their flight.
 - (e) Employees may be compensated up to one (1) hour for waiting for lost luggage.
 - (f) Baggage Checking – All employees will check baggage in the least expensive manner.
 - (g) Airport Parking – All employees will park in the least expensive manner.
- (7) If an Employee requests a rental car, they should do the following:
 - (a) Request either compact or intermediate size cars. Rentals for other types of cars are not permitted except with manager and fiscal approval. Luxury, premium and specialty car rentals will be reimbursed only at the intermediate car rate unless approved by the manager and fiscal in advance.
 - (b) Transportation costs of non-business guests are not reimbursable. It is the responsibility of the employee to mark the personal portion of the total amount when submitting the expense report and reimburse for the personal portion.
 - (c) Wherever possible, employee must refill gasoline prior to returning rental car for drop off. Gas charges at the rental locations average 50% more than independent filling stations.
- (8) When Employees request to use their personal vehicles for travel the following applies:
 - (a) Employees are only authorized to use his/her automobile if they have:
 - (i) A valid driver's license and
 - (ii) Current comprehensive auto insurance, including liability. If not, the employee is not authorized to travel for the company.
 - (b) When an employee uses his/her Privately Owned Vehicle (POV) on approved company business, reimbursement will be at the state authorized rate.

- (c) POV mileage reimbursement will be reimbursed if it is determined to be the most cost-effective mode of travel or the most efficient use of agency resources.
 - (i) A cost-effective comparison using the “TAG Private Mileage – Rental Comparison Chart” must be completed to determine how much will actually be reimbursed.
- (d) Employee will also be reimbursed all actual auto tolls and parking fees, a receipt is preferred. Employees utilizing airport parking will be required to utilize the least expensive manner possible.
- (e) If public transportation (i.e. air flight) is available but an employee requests, and is approved, to drive a private vehicle, the compensable work hours are the lesser of:
 - (i) Time actually spent driving the car or
 - (ii) The hours that would have been compensable had the employee used public transportation.
- (f) Mileage from employee's home to regular assigned work location is not a reimbursable expense. However, if the employee goes directly from home to another work assignment other than the regular work location, and the distance to that work assignment is greater than the distance to the regular work location, the employee can expense the difference.
- (g) In order to receive reimbursement for mileage, the employee must complete a Mileage Expense Report Form specifying purpose of trip, start and finish odometer reading for each destination (including side trips), point of origin, destination and time of trip.
- (h) The employee assumes the responsibility for all parking and traffic fines.
- (i) Business justification is required for driving a personal automobile on Out-of State business trips. This justification would normally include:
 - (i) A flight quote reflecting the drive cost less than or equal to a flight cost.
 - (ii) Additional expenses incurred as a result of driving (i.e., lodging, meals, parking, etc.) are to be included in the cost comparison.

If the cost comparison does not justify the drive, then any extenuating circumstances should be fully explained. Otherwise, the traveler will be reimbursed only up to the amount of the flight quote along with related costs such as expected travel to and from the airport, etc.

- (9) All company authorized accommodations must meet with industry accepted business travel standards with reference to comfort, convenience and cost. You are free to make other arrangements, however Employees will NOT be reimbursed for more than the rate approved by the Department of Administrations Employee Travel Expense Reimbursement Handbook, unless approved by the State Comptroller or the Adjutant General in advance.
 - (a) The employee is responsible for confirming that the rate being charged is also the rate listed on the travel itinerary. Any discrepancies should be reported immediately to the travel agency.
 - (b) It is the employee's responsibility to cancel hotel reservations within the hotel cancellation policy time frame. This can be done by contacting the hotel directly.
 - (c) You must obtain a cancellation number when canceling a hotel reservation. The company will not reimburse hotel "no-show" fees, unless approved by a manager and fiscal.
- (10) Non-reimbursable expenses include, but are not limited to:
 - (a) Alcoholic beverages,
 - (b) Airline club dues,
 - (c) Rental car club membership fees,
 - (d) Airline head seat rental,
 - (e) In-room movies,
 - (f) Fines for traffic violations,
 - (g) Insurance on life or personal property while traveling,
 - (h) Purchase of clothing and/or other personal items,
 - (i) Expenses for family, child, pet, home and property care while on a trip.

If meals are included in the conference fee but the traveler chooses to eat elsewhere, such expenses are not reimbursable. Any exception request to this policy must include a full explanation as to the business reason.

- (11) The following conditions apply when submitting expense reports:
- (a) Actual and reasonable expenses are reimbursed in accordance with the provisions of this policy and procedure and in accordance to the Department of Administrations Employee Travel Expense Reimbursement Handbook.
 - (b) The employee is encouraged to submit expense reports during the week after incurring the expenses, or upon returning to the office, whichever is sooner.
 - (c) Failure to submit expense reports within ninety (90) days will disqualify the employee from receiving reimbursement for expenses incurred while traveling on company business.
 - (d) Include the following items in, or attached to, the expense report when submitting it for payment:
 - (i) Copy of Travel Payment Voucher (DA-125) form signed by department manager
 - (ii) Original or carbon copies of receipts for lodging, air or auto transportation, tolls, gasoline, and any other business expenses
 - (iii) Explanation of any deviation from policy, unauthorized vendors, lodging or transportation, and/or charges submitted "in lieu of" normal expenses.
- (12) The following procedures are designed to more efficiently check and process timesheets, provide for consistency in time reporting and ensure that all employees are appropriately compensated in accordance with agency policies, and State and Federal regulations.
- (a) For same day travel, employees are to note on their timesheet the beginning and ending work times for that particular day.
 - (i) For overnight travel, employees are to attach to their timesheet a copy of their:
 - 1) Travel Payment Voucher DA-125*
 - 2) Flight Itinerary to the timesheet*

*Unforeseen issues, such as flight delays of 30 minutes or more should be noted on the Flight Itinerary or travel payment voucher and initialed by the immediate supervisor.
 - (b) During periods of travel, the immediate supervisor is required to sign the timesheet, verify and initial the itinerary and work hours**.
 - (c) This is particularly important when an employee has been on an overnight trip and the supervisor has pre-approved the employee to perform work during non-travel or non-attendance periods.

**If the immediate supervisor is not available to sign and initial the physical documents, he/she may submit them by email or fax to the State Human Resource Office (SHRO) with their approval.
 - (d) If employees travel together, the names of the traveling companions are to be noted on the timesheets or Travel Payment Vouchers (DA-125) in order to ensure they are similarly compensated

CONFLICTS OF INTEREST

Policy:

It is the policy of the Adjutant General's Department to prohibit its employees from engaging in any activity, practice, or conduct which conflicts with, or appears to conflict with, the interests of the Adjutant General's Department, its customers, or its suppliers. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, the prohibitions included in this policy are not intended to be exhaustive and include only some of the more clear-cut examples.

Comment:

- (1) Employees are expected to represent the Adjutant General's Department in a positive and ethical manner. Thus, employees have an obligation to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Top management and employees who have contact with customers and suppliers may be required to sign a special statement acknowledging their understanding of and adherence to this policy.
- (2) Employees may not engage in, directly or indirectly either on or off the job, any conduct which is disloyal, disruptive, competitive, or damaging to the Adjutant General's Department. Prohibited activity also includes any illegal acts in restraint of trade.
- (3) Employees may not accept any employment relationship with any organization that does business with, or competes with, the Adjutant General's Department. This prohibition on employment includes serving as an advisor or consultant to any organization of that type, unless the activity is conducted as a representative of the Adjutant General's Department.
- (4) Employees must disclose any financial interest they or their immediate family have in any firm that does business with the Adjutant General's Department or that competes with the Adjutant General's Department. The Adjutant General's Department may require divestiture of the interest if it considers the financial interest to be in conflict with its best interests.
- (5) Employees and their immediate family may not accept gifts or anything of value aggregating more than \$40 during a calendar year, excluding hospitality in the form of food and beverage, from a person with a special interest, if the employee knows or should know the purpose could be to influence the employee.
- (6) Employees may not give, offer, or promise, directly or indirectly, anything of value to any representative of a customer, of a potential customer, or of a financial institution in connection with any transaction or business that the Adjutant General's Department may have with that customer, potential customer, or financial institution.
- (9) Any conflict or potential conflict of interest must be disclosed to the Adjutant General's Department. Failure to do so will result in discipline, up to and including termination.

FAMILY MEDICAL LEAVE ACT POLICY

It is the policy of the Adjutant General's Department to grant employees leaves of absence under certain circumstances.

Comment:

- (1) The Adjutant General's Department will comply with the provisions of the federal Family and Medical Leave Act ("FMLA").
- (2) Employees generally are eligible for FMLA leaves of absence if they have completed at least one year of service, or as specified by law. The granting and duration of each leave of absence and the compensation received by the employee, if any, during the leave of absence will be determined by the Adjutant General's Department in conjunction with applicable federal and state law. The following types of leaves will be considered:
 - (a) Medical Leave of Absence: Employees who are unable to work because of a serious health condition, disability, or work-related injury may be granted a medical leave of absence. This type of leave covers disabilities caused by pregnancy, childbirth, or other related medical conditions. The Adjutant General's Department requires certification of an employee's need for medical leave, both before the leave begins and

on a periodic basis thereafter, by the employee's health care provider.

- (b) Parental Leave of Absence: Female employees, when not disabled by pregnancy or childbirth (see above), and male employees may be granted a parental leave of absence to care for the employee's child upon birth or in connection with a child's placement with the employee for adoption or foster care.
 - (c) Family Care Leave of Absence: Employees may be granted a family care leave of absence for the purpose of caring for the employee's child, spouse, or parent who has a serious health condition. The Adjutant General's Department requires certification of the family member's serious health condition, both before the leave begins and on a periodic basis thereafter, by the family member's health care provider.
 - (d) Leave to Care for a Family Member Injured in Military Service: On January 28, 2008, President Bush signed into law the National Defense Authorization Act (NDAA) to expand the FMLA to allow eligible employees to take leave to care for an injured or ill family member serving in the military. Employees eligible for FMLA leave who also are the spouse, son, daughter, parent, or next of kin of a covered service member may take up to 26 weeks of leave in a "single" 12-month period to care for the injured veteran. "Next of kin" is defined to include the nearest blood relative to the service member. The leave is available when the service member is undergoing medical treatment, recuperation, or therapy, or is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a "serious injury or illness." The Adjutant General's Department requires certification of the family member's serious injury or illness, both before the leave begins and on a periodic basis thereafter, by the family member's health care provider.
- (3) Every employee on a medical leave, parental, or family care leave of absence will be required to use all accrued personal, vacation, and sick days while on leave. However, employees may not use paid leave if they are receiving compensation under the Adjutant General's Department's disability or workers' compensation insurance programs.
 - (4) The Adjutant General's Department will continue existing health insurance coverage and provide other benefits to employees on leave as required by law.
 - (5) Employees returning from a leave of absence will be reinstated to their same job or to an equivalent job with equivalent status and pay, to the extent required by law.
 - (6) Employees returning from a medical leave must provide certification of their ability to perform the functions of their job.
 - (7) Employees returning from a military leave also must comply with all of the reinstatement requirements specified by federal and state law.
 - (8) If the same job or one of equivalent status and pay is not available as a result of a reduction in force, the employee will be treated in the same manner as though he had been actively employed at the time of the reduction in force.
 - (9) If an employee fails to return to work at the conclusion of an approved leave of absence, including any extension of the leave, the employee will be considered to have voluntarily terminated employment.

INCLEMENT WEATHER

Policy:

It is the policy of the Adjutant General's Department to notify employees of instances when the work site may be closed due to Inclement Weather closing of the Adjutant General's Department's operations.

Comment:

- (1) The Adjutant General's Department may temporarily suspend non-essential services under extreme, extenuating weather conditions. Conditions warranting this rare action are:
 - (a) When highway travel is significantly compromised;
 - (b) Efficient/effective clearing of roads is an urgent need and cannot be done without a major reduction in the level of traffic;

- (c) That without a level of reduction in traffic, law enforcement/emergency vehicle responsiveness to accidents is seriously impaired;
- (d) When most employees traveling to/from work are in imminent danger of being stranded, stuck or involved in an accident.

A declaration should not be made in situations where the precipitation is such that it will just take extra time, caution and driving at slower speeds to travel to and from work.

- (2) The rare temporary suspension of non-essential services is done by an authorized Declaration of Inclement Weather:
 - (a) **Shawnee County: Only the Governor of the State of Kansas** or the Governor’s designee has the sole authority to issue a Declaration of Inclement Weather for Shawnee County.
 - (b) **Outside Shawnee County: The Governor, The Adjutant General (TAG), or their designees** may issue Declarations of Inclement Weather outside Shawnee County. If a declaration has not been made by the Governor or Adjutant General and the **worksite administrator/manager** desires a declaration for their worksite, he/she **must** request and be granted approval for a Declaration of Inclement Weather **from The Adjutant General’s Department prior** to authorizing any Inclement Weather Leave for State employees.
 - (i) **Exception: McConnell ANG:** “Non-essential” State employees **will comply** with emergency weather media announcements covering ‘non-essential’ military personnel. *
 - (ii) **Exception: Ft. Riley Military Base:** “Non-essential” State employees **will comply** with emergency weather media announcements covering ‘non-essential’ military personnel. *

*‘Essential’ employees are those employees designated by administration who are required to continue essential mission functions during hazardous weather conditions.
 *‘Non-Essential’ employees are all other employees not defined as ‘essential’.
 *Essential mission functions’ are those tasks which: a) are indispensable for the direct mission of the agency and/or unit, b) provide for the safety or security of persons and/or property, and/or c) for which delay in completing work tasks would not be feasible or prudent.
- (3) Non-essential, benefits eligible (not 999-hour), employees not reporting for work, or not remaining at work, during an authorized designated inclement weather declaration will be placed on ‘Inclement Weather Leave’ in accordance with the procedures stipulated in this document. *Employees are to remain available for contact by supervisors and other agency personnel.*
- (4) Although an employee is designated as ‘non-essential’, if circumstances warrant, (a critical deadline, important meeting, an emergency, etc.) he/she may still be called to work. In those rare cases the employee will be expected to report to work. An employee who refuses to work may no longer use Inclement Weather Leave and may be subject to disciplinary action.
- (5) Essential employees who are scheduled to work and do not report to work must request to use their own leave.
- (6) When a **declaration has not been issued**, employees not reporting to work, reporting late or leaving early due to weather conditions will be expected to use their accrued leave. The agency recognizes that employees have different comfort levels and abilities driving in inclement weather. It also recognizes that some employees live significant distances from their worksites where weather conditions may be more severe. Therefore, to the extent possible, supervisors should approve employees’ request for leave in those situations. At the discretion of the supervisor, employees may rearrange work hours *within the same workweek* to make up for those hours not worked.
- (7) **Prior** to requesting an Inclement Weather Declaration from the TAG or designee, **worksite administrators/managers** need to:
 - (a) Take into consideration the mission of the worksite/office;
 - (b) The amount, kind and projected duration of precipitation;
 - (c) The location of the worksite;
 - (d) The condition of the area roadways and bridges surrounding the worksite;
 - (e) The expected duration of unsafe roadway conditions;

- (f) General safety hazards;
- (g) Other large employers' actions; perception of the public/taxpayers, etc.
- (h) Determine the following information:
 - (i) Worksite(s) affected,
 - (ii) Staff affected, and
 - (iii) The beginning and ending *date(s)* and the beginning and ending *time(s)** of the declaration. ***Could be any length of time; i.e. 30 minutes, 4 hours, all day, etc.**

Resources include:

- (a) Calling toll-free 1-866-511-KDOT (5368).
- (b) Kansas' road conditions website, <http://www.ksdot.org/>
- (c) National Weather Service - http://weather.noaa.gov/weather/KS_cc_us.html

- (8) When worksite administrators/managers believe circumstances warrant a declaration of inclement weather they must request authorization by contacting:
 - (a) The TAG's primary designee, Chief of the Joint Staff, at (785) 274-1141 (Wk) or 817-2998 (Cell), or if unavailable,
 - (b) The back-up designee, State Human Resource Director, at (785) 274-1460 (Wk) or 250-6788 (Cell).
- (9) If approved, the authorized TAG designee will notify the Governor's Office. The declaration must include the following information:
 - (a) Employer identified as "The Adjutant General's Department",
 - (b) Worksite(s) affected,
 - (c) Staff affected, and
 - (d) The beginning and ending date(s) and the beginning and ending times of the declaration.
- (10) After contacting the Governor's Office, notice of the authorized declaration is to be called into the agency's State Human Resource Department at (785) 274-1460 or cell (785) 250-6788.
- (11) The declaration will be communicated by the most feasible means as pre-determined by each worksite and unit. (See attachment.) This may include direct calls to employees at home, designated 'Call in' numbers, websites, calling trees, media outlets, etc. The information will be placed on the TAG Website (<http://kansastag.gov/STATEHRO.asp?PageID=372>) and on voice mails of the following phones in SHR (785) 274-1460; 1392 & 1391.
- (12) If at all possible, decisions as to temporarily suspending of non-essential mission functions should be made, and affected employees notified, 30-60 minutes prior to the employees scheduled work time.
- (13) Declarations made by the Governor and other entities, i.e. McConnell ANG commander, will be made directly to media outlets. Therefore, in those situations, non-essential employees may be aware of an Inclement Emergency Declaration much sooner than the Adjutant General's Department administration. Worksite managers should immediately call the Chief of the Joint Staff or the State Human Resource Director at the numbers above to inform them of any non-Shawnee County declarations.
- (14) Non-essential employees who do not work during an authorized inclement weather declaration will code those hours on their timesheet as IWN (for non-exempt, hourly employees) and IWE (for exempt, salaried employees). This Inclement Weather Leave begins at the effective time stated in the declaration unless otherwise notified.
- (15) Employees who work during an Inclement Weather Declaration will be compensated as usual.
- (16) Employees who had previously authorized leave (verbal or written prior to the declaration notice being effective) will not be affected and will use their leave as approved. As a general rule during extreme weather conditions, 'call-ins' or e-mails left on a supervisor's (or designee's) phone or computer will be considered as having leave authorized.

PERSONAL APPEARANCE OF EMPLOYEES

Policy:

It is the policy of the Adjutant General's Department that each employee's dress, grooming, and personal hygiene should be appropriate to the work situation.

Comment:

- (1) Employees are expected at all times to present a professional, businesslike image to customers, prospects, and the public. Acceptable personal appearance, like proper maintenance of work areas, is an ongoing requirement of employment with the Adjutant General's Department. Radical departures from conventional dress or personal grooming and hygiene standards are not permitted.
- (2) Office workers and any employees who have regular contact with the public must comply with the following personal appearance standards:
 - (a) Employees are expected to dress in a manner that is normally acceptable in similar business establishments. Employees should not wear suggestive attire, torn or worn jeans, athletic clothing, shorts, sandals, T-shirts, novelty buttons, baseball hats, and similar items of casual attire that do not present a businesslike appearance.
 - (b) Hair¹ should be clean, combed, and neatly trimmed or arranged. Shaggy, unkempt hair is not permissible regardless of length.
 - (c) Sideburns, moustaches, and beards should be neatly trimmed.
 - (d) Tattoos and body piercings (other than earrings) should not be visible.
- (3) Employees who do not regularly meet the public should follow basic requirements of safety and comfort, but should still be as neat and businesslike as working conditions permit.
- (4) Certain employees may be required to meet special dress, grooming, and hygiene standards, such as wearing uniforms, depending on the nature of their job.
- (5) At its discretion, the Adjutant General's Department may allow employees to dress in a more casual fashion than is normally required. On these occasions, employees are still expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing, athletic wear, or similarly inappropriate clothing.
- (6) Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees (those employees subject to the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy also will result in disciplinary action.

SECURITY CLEARANCES AND CAC ID CARDS

Policy:

It is the policy of the Adjutant General's Department to require employees and volunteers to obtain and maintain the level of security clearance assigned to their respective work. This is in order to comply with United States Department of Defense (DoD) requirements and ensure the safety and security of the missions, programs, property and employees of the Adjutant General's Department.

Comment:

- (1) For each position/individual a level of clearance will be determined by the respective Security Manager in conjunction with the respective division director or worksite manager using the following guidelines:

Sensitivity Level	Type of Clearance	Type of Check	Job Criteria Guidelines.
N/A	Suitability Determination (None or Confidential)	SAC	Minimum for every State employee & volunteer. This includes temporary and seasonal persons without computer access. Used only for ID Purposes.
Nonsensitive	Suitability Determination (None or Confidential)	NACI	Minimum for every State employee & volunteer with access to the computer network. This includes temporary and seasonal persons. Used for Computer Access.
Noncritical Sensitive	Secret (S)	ANACI	Minimum for persons, who in the normal course of their job have access to, or need access to: <ol style="list-style-type: none"> 1. Classified information. 2. Information on, including the movement of, senior leadership. (TAG and other Generals) 3. Schematics and detailed designs of the buildings on the Joint Forces Headquarters Complex. 4. Social Security Numbers, other confidential personal information, or confidential agency data or information. 5. Information Technology network administrative rights.
Critical Sensitive & Special Sensitive	Top Secret (TS) & Single Scope Background Investigation (SSBI)	SSBI	Persons <ol style="list-style-type: none"> 1. With unrestricted access to computer network data centers 2. With access to a certified Sensitive Classified Information Facility (SCIF.) 3. With access to sensitive national security information 4. Others required by the TAG, DoD &/or Security Mgrs

- (2) If clearance levels or the respective criteria change, individuals must meet the new standards.
- (3) Persons must receive a favorable SAC before they can begin working/volunteering.
- (4) Prior to being appointed to any position/association requiring a higher clearance level than an individual presently possesses, he/she must complete and submit the appropriate background information for the higher level background check.
- (5) A clearance decision can be overturned at any time, if at a later date, it is revealed that a person lied or concealed information during any part of the clearance process.
- (6) The type of clearance and/or background investigation for:
 - (a) Benefits eligible employees will be identified in the State position description form DA 281-2.
 - (b) Non-benefits eligible employees will be identified on the SHRO Transaction Form (Green Sheet.)
 - (c) Volunteers will be identified in a memo from the supervisor notifying the State Human Resource Office (SHRO) of the future volunteer.
- (7) Persons already possessing a valid national security clearance recognized by the DoD will not need a new SAC, NACI or ANACI equivalent. Valid military clearances remain active for one (1) year after separation. Any equivalents must be submitted at the time of the conditional offer of employment.
- (8) A minimum background investigation (SAC) consists of a:
 - (a) Search of investigative files and other records held by federal agencies such as the Federal Bureau of Investigation (FBI) and the Office of Personnel Management (OPM);
 - (b) Fingerprint check

A SAC background check is also the first step in the clearance process for individuals requiring a higher level background check or clearance.

- (9) Four (4) criteria definitely resulting in a clearance denial are:
 - (a) Conviction of a crime and sentenced to prison for more than one year

- (b) Currently an illegal user of, or is addicted to, a controlled substance
 - (c) Mentally incompetent
 - (d) Discharged or dismissed from the armed forces under dishonorable conditions.
- (10) Other variables taken under consideration in clearance determinations include:
- (a) Allegiance to the United States;
 - (b) Foreign Influence;
 - (c) Foreign Preference;
 - (d) Sexual Behavior - of a criminal nature;
 - (e) Personal Conduct – truthful, trustworthiness, credible;
 - (f) Financial Issues – inability or unwillingness to satisfy debts, unexplained affluence;
 - (g) Alcohol Consumption Issues;
 - (h) Drug Involvement;
 - (i) Psychological Conditions – judgment, reliability, emotional stability;
 - (j) Criminal Conduct;
 - (k) Handling Protected Information;
 - (l) Outside Activities – related to foreign or international activities;
 - (m) Use of Information Technology Systems – illegal activities.
- (11) All candidates for employment and potential volunteers are required to acknowledge that they have been advised of the agency's security clearance and background check requirements.
- (12) Individuals selected for employment will be given a conditional offer of employment pending the results of their SAC.
- (13) Various results of the SAC will result in the following:
- (a) A '**Favorable**' result and only need a SAC may begin work at any time.
 - (b) A '**Favorable**' result and require a **NACI or higher level clearance** may begin work at any time with the understanding that if the result of the NACI is less than 'Favorable' their continued employment depends on the results of the adjudication process.
 - (c) '**Concerned**' result will be requested to provide additional information and/or documentation.
 - (d) '**Unfavorable**' results will have their conditional offers of employment or their potential association with the agency withdrawn.
- (14) Failure to obtain and maintain a favorable SAC, as well as the designated type of security clearance/background check, may result in a job offer being rescinded, separation of employment, separation of the association with the agency and/or other actions as may be deemed in the best interest of the agency.
- (15) An interim security clearance may be granted to persons after receiving a favorable SAC while a full investigation of their NACI, ANACI or SSBI and final clearance decision are being processed.
- (16) Individuals must receive a minimum of a favorable SAC to obtain a Common Access Card (CAC.) used for Identification purposes and access to computer networks. The only exceptions to this requirement are individuals who have a current national clearance recognized by the DoD.
- (17) Persons must successfully renew their required clearance level at designated intervals. The Human Resources will notify department head of employees due for renewal. It is the responsibility of the employee, once notified, to initiate the renewal process. Failure to renew in a timely manner may result in disciplinary action up to and including termination.
- (18) All employees and volunteers must self report, within one working day of the event, any arrests and/or convictions. Individuals must provide verification, or a means to verify, the arrest and/or conviction. Failure to make these reports may result in disciplinary action, up to and including, immediate dismissal/separation.

TERMINATION OF EMPLOYMENT

Policy:

It is the policy of the Adjutant General's Department to terminate employment because of an employee's resignation, discharge, or retirement; or a permanent reduction in the workforce. Discharge can be for any reason not prohibited by law. Employees are free to resign at any time and for any reason, and the Adjutant General's Department reserves the right to terminate employment at any time and for any reason not prohibited by law.

Comment:

- (1) Employees are requested to give written notice of their intent to resign. Failure to give written notice may result in ineligibility for reemployment. The following guidelines are suggested:
 - (a) Supervisory and managerial employees should give four weeks' notice;
 - (b) All other employees should give at least two weeks' notice.

Employees who are absent from work for three consecutive days without being excused or giving proper notice will be considered as having voluntarily quit.

- (2) Supervisors should send notices of resignation or recommendations for termination to the Human Resources Department for review. This information should be accompanied by any needed supporting documents, such as performance appraisals or disciplinary reports. All terminations must be cleared by the Human Resources Department and signed by the Adjutant General.
- (3) Notice of involuntary terminations should be handled carefully and discreetly, preferably in a private meeting between the employee to be terminated, the immediate supervisor, and another member of management.
- (4) The Human Resources Department will provide the exit interview form and this should be given to the employee no later than the employee's last working day.
- (5) The Human Resources Department will maintain written reports of the termination notice meeting (when applicable) and exit interview. Pertinent items requiring managerial review and needed changes of policy should be brought to the attention of the Human Resources Department.
- (6) The supervisor will be responsible for securing the return from terminated employees all Agency property in their possession, such as Adjutant General's Department identification cards, keys, tools, and cars. If the employee owes the Adjutant General's Department any money or is responsible for any lost or damaged property, those accounts will to be forwarded to the Comptroller's office for collections.
- (7) The Human Resources Department is responsible for notifying terminating employees who are covered by the State's group health plan of their right to continue coverage under that plan.
- (8) Terminating employees may be eligible for future employment if recommended by their supervisor and approved by the Human Resources Department. Terminating employees who wish to be considered for future employment should inform the Human Resources Department.
- (9) Requests for employment references should be made in writing to the Human Resources Department and should include an authorization by the employee for the release of the requested information. The Human Resources Department will not release reference information without the employee's authorization, or will limit the information to verification of the employee's position, job location, and dates of employment with the Adjutant General's Department.

EMPLOYEE RECOGNITION Program

POLICY:

The Agency recognizes that employees are its most valuable resource; that productivity and quality service are the sole result of employee efforts. Therefore, it is the policy of the Agency to conduct an Employee Recognition Program which shall serve to recognize and reward state employees for:

- Dedication to continuous improvement, teamwork and customer service
- Excellence in leadership, motivation and support of staff
- Exceptional level of performance within career fields
- Commitment to public service
- Years of service

PROCEDURES:

The TAG State HR Department shall be responsible for the administration of the overall program.

1) The Agency's program has five major award categories

a) **Cause for Applause!** This category provides for immediate recognition of state employees who demonstrate one or more of the following core value behaviors:

- *Customer service,*
- *Quality,*
- *Teamwork, and*
- *Integrity.*

Process:

- (1) Catch state employees doing something great
- (2) Obtain and complete a Cause for Applause certificate (online and paper form)
- (3) Give original to employee.

Redemption:

Employees may redeem the "Cause for Applause" certificate for gift items in the HR Department. Items such as coffee mugs, mouse pads, pens, lanyards, etc. different items will cost different number of certificates. (i.e. 2 certificates earn you an insulated coffee mug, one certificate a mouse pad, etc. These items will be obtained through Air/Army recruiting, Distance learning, and other areas. * HR will also put these items on the Web site so employees not located in Topeka may designate what they want to purchase and then forward certificates to Topeka for redemption.)

b) **Encore! Encore!** This award category recognizes years of State service achieved by employees in increments of five years.

A presentation will be made to the employee during annual recognition ceremonies held the year of the anniversary.

The recipient will the following:

- Certificate for 5 years of service
- Lapel pin for 10 years of service
- Certificate for 15 years of service
- Lapel pin for 20 years of service

- Certificate for 25 years of service
- Lapel Pin and plaque for 30 years of service

c) **Take a Bow!** This category acknowledges Adjutant General Department state employees for their years of service to the State of Kansas upon retirement.

To be eligible, employees must have met the KPERS qualifications for retirement.

Award:

- Letter from the Governor

d) **Standing Ovation!** This category consists of the *General's Excellence Award* which recognizes State Departments that achieve excellent customer satisfaction ratings (6.5 or higher on scale of 1 to 8) based on the results of the annual climate survey.

Award:

- A plaque for the Department (group)
- Certificates for each member of the Department
- Luncheon with the General for all members
- Announcement in Local Newspaper

e) **Round of Applause!** This annual award category shall be based upon the highest number of Cause for Applause certificates per employee across the Agency. Annual awards are presented during an Agency recognition award presentation.

(1) *State Employee of the Year* recognizes and rewards one state employee in the Agency whose dedication to continuous improvement, teamwork and customer service improves the products and services provided by the Adjutant General's Department and enhances the agency's ability to achieve its goals.

- Award: 16 hours of recognition leave
- A plaque
- Recognition at the annual awards presentation
- Announcement in Local Newspaper

(2) *Supervisor of the Year*, recognizes and rewards one state employee for demonstrating excellence in leadership, motivation, and support of staff toward the attainment of Agency goals and for positively affecting employee morale.

- Award: 16 hours of recognition leave
- A designated parking space for the year
- A plaque
- Recognition at the annual awards presentation
- Announcement in local newspaper

FELONIES

Policy: It is the policy of the Adjutant General's Department to ensure the safety and security of the missions, programs, property and employees of the Adjutant General's Department; and determine during the appropriateness of a person's employment or volunteerism. Adjutant General will take all reasonable and prudent steps to ensure the safety and security of other member employees and the public and maintain public confidence in the Adjutant General's Department.

Comment:

- (1) Persons convicted of a felony and sentenced to prison for more than one year are prohibited from employment and volunteer opportunities with the Adjutant General's Department as they would not pass the minimum

background check criteria established by the Department of Defense (DoD).

- (2) Persons convicted of a felony and sentenced to prison for less than one year may be prohibited from employment and volunteer opportunities, depending on the circumstances of the respective case.
- (3) All employees, applicants and selectees for employment, and potential/existing volunteers must **self-report** all felony arrests, pending felony charges and convictions* the next agency working day to their first-line supervisor, higher level supervisor, or Legal (JAG). The person receiving the report must immediately notify the reporting employee's division director or worksite manager. The employee's division director or worksite manager will, in cooperation with Legal (JAG) and SHRO, be informed and, when required, engaged in all facets of the case.
**With respect to felony convictions, this requirement applies even if the sentence has not been imposed or the member employee intends to appeal the conviction.*
- (4) When the employee's division director or worksite manager receives or obtains verification of a felony arrest, charge or conviction, notification will be immediately made to the following:
 - (a) Judge Advocate General's Office-(785) 274-1027
 - (b) State Human Resources Office Director (SHRO) to flag the employee's personnel file. The flag will not be lifted until the civilian criminal charges are resolved and appropriate Legal (JAG), administrative, and/or, personnel action, if any, is completed.-(785) 274-1460
 - (c) Appropriate Security Manager:
 - (i) Army: (785)-274-1067
 - (ii) 190th: (785)-831-4209 or 4207
 - (iii) 184th: (376)-759-7447
 - (d) Consult with the Information Management Director (or designee) on suspending the member employee's or volunteer's computer access.
 - (e) Consult with the respective Security Manager on suspending the member employee's or volunteer's security clearance.
 - (f) Prohibit the member employee from having any unsupervised public contact until otherwise notified.
 - (g) Immediately, in the case of armed staff, suspend the member employee's access to weapons and ammunition.
- (4) The employee's division director or worksite manager, Legal (JAG) and SHRO will confer on the nature of the civilian criminal charge and determine if the member employee's presence will create a work distraction for others, is a threat to other member employees, if the person should be relieved of duty, initiate a separation action and/or take other prudent administrative actions. In determining appropriate action, the employee's division director or worksite manager, Legal (JAG) and SHRO will:
 - (a) In the case of felony charges and/or convictions of 'Person' felonies (as defined by Kansas statutes), presume that the person should be terminated/separated. The burden is on the employee to prove that he/she should be retained. The burden is also on any employee's division director or worksite manager and those in the chain of command to prove otherwise, if they desire to retain an individual.
 - (b) In the case of felony charges and/or convictions involving 'Dishonesty' (as defined by Kansas statutes) and consultation with Legal (JAG), the member employee's duties and responsibilities will be scrutinized to determine whether the member employee can continue in their current position. The employee's division director or worksite manager, Legal (JAG) and SHRO will pay particular attention to, but not limited to, the member employee's access to personal identifiable information, Federal or State funds, Government credit cards, Federal and State computer and communications systems, and overall danger (physical, material and financial) to the workforce and Kansas Adjutant General's Department.
 - (c) In the case of all other felony charges and/or convictions, determine on a case by case basis if any action is warranted.
- (5) The employee's division director or worksite manager, within ten (10) calendar days, will put a determination in writing with written comments from the JAG office and SHRO and forward it to the next level of authority. Each level of authority has ten (10) calendar days to add their recommendation and refer the case forward to the next level. The Adjutant General is final authority.
- (6) Legal (JAG) will track and monitor the case until final resolution.

- (7) Current employee's of the Adjutant General's Department that self-report felony arrests, pending felony charges and convictions* may be subject to the following actions:
**With respect to felony convictions, this requirement applies even if the sentence has not been imposed or the member employee intends to appeal the conviction.*
- (a) Classified employees may be relieved of duty (admin leave) with pay pending an investigation.
 - (b) Unclassified employees may be relieved of duty (admin leave) with (or without) pay pending an investigation.
 - (c) The official personnel file for that employee, held in the State Human Resource Office, will be flagged. The flag will not be lifted until the civilian criminal charges are resolved and appropriate Legal (JAG), administrative, and/or personnel action, if any, is completed.
 - (d) Employees may not be transferred/promoted/demoted to another position, work schedule, location, organizational unit or have any changes in pay without consultation and approval of Legal (JAG) and the SHRO Director.
 - (e) After review of the documentation, information from the employee and/or an internal investigation, the Adjutant General will determine the appropriate action for an employee, if any, to be taken. Action could include dismissal.
- (8) Volunteers who self-report felony arrests, pending felony charges and convictions* may be subject to the following actions:
**With respect to felony convictions, this requirement applies even if the sentence has not been imposed or the member employee intends to appeal the conviction.*
- (a) May temporarily or permanently be relieved of their association with the agency.
 - (b) May not be moved to another volunteer position, work schedule, location, organizational unit or have any other changes made without consultation and approval of Legal (JAG) and the SHRO Director.
 - (c) After review of the documentation and/or information obtained from, or on, a potential or existing volunteer, a determination will be made as to the person's continued association with the Adjutant General's Department.
- (9) For Applicants who self-report please refer to the HIRING policy.
- (10) Any disagreements with the recommendation of the employee's division director or worksite manager, Legal (JAG) or SHRO will be resolved by the respective chain of command with The Adjutant General being the final authority.
- (11) Failure to comply with any part of this policy or its procedures can, in itself, be grounds for appropriate Legal (JAG), administrative, and/or personnel action, including immediate dismissal.

DISPUTE RESOLUTION (Grievance) PROCEDURE

Policy:

It is the policy of the Adjutant General's Department that all employees should have an opportunity to present their work-related complaints and to appeal management decisions through a dispute resolution procedure. The Adjutant General's Department will attempt to resolve promptly all disputes that are appropriate for handling under this policy.

Comment:

- (1) An appropriate dispute is defined as an employee's expressed dissatisfaction concerning any interpretation or application of a work-related policy by management, supervisors, or other employees. Examples of matters that may be considered appropriate disputes under this policy include:
 - (a) A belief that Adjutant General's Department policies, practices, rules, regulations, or procedures have been applied inconsistently to an employee;
 - (b) Treatment considered unfair by an employee, such as coercion, reprisal, harassment (including sexual harassment), or intimidation;
 - (c) Alleged discrimination, for example, because of race, color, sex, age, religion, national origin, marital status, or disability; and

- (d) Improper or unfair administration of employee benefits or conditions of employment such as scheduling, vacations, fringe benefits, promotions, retirement, holidays, performance review, salary, or seniority.
- (2) Employees should notify the Adjutant General's Department in a timely fashion of any dispute considered appropriate for handling under this policy. The dispute resolution procedure is the exclusive remedy for employees with appropriate complaints. As used in this policy, the terms "timely fashion," "reasonable time," and "promptly" generally will mean seven working days.
- (3) The dispute resolution procedure has a maximum of three steps, but disputes may be resolved at any step in the process. Disputes will be processed until the employee is satisfied, does not file a timely appeal, or exhausts the right of appeal under the policy. A decision becomes binding on all parties whenever an employee does not file a timely appeal or when a decision is made in the final step and the right of appeal no longer exists.
- (4) Employees who believe they have an appropriate dispute should proceed as follows:
- (a) Step One — Promptly bring the complaint to the attention of the immediate supervisor. If the dispute involves the supervisor, then the employee may proceed directly to step two. The supervisor, if authorized should investigate the complaint or refer it to the Human Resources Department for handling by a qualified investigator, attempt to resolve it, and give a decision to the employee within a reasonable time.
 - (b) Step Two — Appeal the decision to Human Resources, if dissatisfied with the supervisor's decision, or initiate the procedure with Human Resources if Step One has been bypassed. This appeal or initial dispute notification must be made in a timely fashion using the Grievance Form. The supervisor's version of the dispute and decision then will be requested by Human Resources. Human Resources will, in a timely fashion, confer with the employee, the supervisor, and any other members of management considered appropriate; investigate the issues; and communicate a decision in writing to all the parties involved.
 - (c) Step Three — Appeal an unsatisfactory department head decision to the Adjutant General. The timeliness requirement and procedures to be followed are similar to those in Step Two. The Adjutant General will take the necessary steps to review and investigate the dispute and will then issue a written, final, and binding decision.
- (5) The Human Resources Department will provide training and support to supervisors and department heads in dealing with employee complaints. In addition, employees should be encouraged to consult on a less formal basis with the Human Resources Department, their supervisors, or other members of management regarding employee complaints or disputes.
- (6) Final decisions on disputes will not be precedent-setting or binding on future disputes unless they are officially stated as Adjutant General's Department policy. When appropriate, the decisions will be retroactive to the date of the employee's original dispute notification.
- (7) Information concerning an employee dispute will be confidential. Supervisors, department heads, and other members of management who investigate a complaint may discuss it only with those individuals who have a need to know about it or who are needed to supply necessary background information or advice.
- (8) Time spent by employees in dispute discussions with management during their normal working hours will be considered hours worked for pay purposes.
- (9) Employees will not be penalized for proper use of the dispute resolution procedure. However, it is not considered proper use if an employee raises complaints in bad faith or solely for the purposes of delay or harassment or repeatedly raises meritless disputes. Implementation of the dispute resolution procedure by an employee does not limit the right of the Adjutant General's Department to proceed with any disciplinary action that is not in retaliation for the use of the dispute resolution procedure. In addition, employees and supervisors are prohibited from retaliating against an employee who properly uses the dispute resolution procedure.

- (10) The Adjutant General's Department may, at its discretion, refuse to proceed with any dispute it determines is improper under this policy. Further, this policy does not alter the employment-at-will relationship in any way.

Notes

- 1) Timelines are counted as follows: Date of occurrence is considered Day 1. Date of receipt is considered Day 1.
- 2) Deadline extensions may be made by mutual agreement or by the Director of SHR for extenuating circumstances.
- 3) In the event a supervisor is unavailable to process a grievance, a designee may be appointed to address the matter.
- 4) Those responding to the grievance may meet with the employee to provide a full discussion of the matter. The employee must represent him/herself.
- 5) At any time during the process if mediation or assistance is desired, the Director of SHR may be contacted.
- 6) Failure by a supervisor to meet a timeline allows the employee to take the grievance to the next supervisory level.
- 7) Failure by the employee to meet a timeline shall be considered a settlement of the grievance based on the last decision.
- 8) Employees covered under a local union may file a grievance under one system only.
- 9) Employees have the right to file civil rights complaints with appropriate enforcement agencies.

PROBATIONARY PERIOD

Policy:

It is the policy of the Adjutant General's Department that all new employees and all present employees transferred or promoted to a new job should be carefully monitored and evaluated for an initial introductory period. After satisfactory completion of the introductory period, those employees will be evaluated as provided for in the PERFORMANCE APPRAISALS guideline.

Comment:

- (1) Normally, the introductory period should last at least six months. Supervisors should observe carefully the performance of each employee in a new job position. Where appropriate, weaknesses in performance, behavior, or development should be brought to the employee's attention for correction.
- (2) Supervisors should prepare a written evaluation of the employee's job performance by the end of the first six months on the new job. The evaluation should include a recommendation as to whether the employee should continue in the position. Copies of the evaluation should be forwarded to the department head and the Human Resources Department for inclusion in the employee's personnel file.
- (3) Employees generally will be allowed to continue in their new positions if they are given both a satisfactory evaluation by the end of their initial six-month employment period and their supervisor's endorsement to continue in the job. Employees who do not receive a satisfactory evaluation and endorsement may be given additional time in 90-day increments to demonstrate their ability to do the job, if the supervisor feels additional time is warranted in order to achieve acceptable job performance.
- (4) Supervisors may recommend the termination of a newly hired employee at any time. A recommendation for termination should be submitted in writing to the Human Resources Department for review and should include an evaluation and a list of actions taken to assist the employee. Action to terminate should have the prior approval of the Human Resources Department and the Adjutant General.
- (5) At the discretion of management, transferred or promoted employees who are unable to perform satisfactorily in their new jobs may be returned to their original jobs, if a vacancy exists, or may be terminated.

- (6) At all times, including after successful completion of the introductory period, employment with the Adjutant General's Department is considered to be "at-will," and the employment relationship may be terminated at any time for any lawful reason by either party.

SHIFT DIFFERENTIAL

Policy:

It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law and to comply with State and Federal minimum wage, overtime, recordkeeping, and other requirements.

Comment:

- (1) The normal work week for time keeping purposes is Sunday through Saturday, beginning and ending at midnight on Saturday, and consisting of forty hours.
- (2) The Adjutant General's Department has established the normal day shift (referred to as 1st shift) as 5:30 a.m. to 5:30 p.m. Normal day shifts must fall entirely within those specified hours.
- (3) A shift differential will be paid to non-exempt employees whose regularly established work shifts begin before or end after the designated 12-hour period of 5:30 am to 5:30 pm. For example, an employee who is regularly scheduled for and works from 2:00 p.m. to 10:00 p.m. will be paid shift differential for their entire work shift.
- (4) Shift differential shall not be paid for the following instances:
 - (a) When an employee is on any type of leave or holiday;
 - (b) When the employee works unscheduled hours before or after a normal day shift;
 - (c) When an employee is working during the day shift;
 - (d) When regularly scheduled 2nd or 3rd shift employees work a partial shift during the day shift;
 - (e) When an employee works an "irregular or occasional" shift that begins before or ends after the designated 12 hour period covered by shift differential.*If an employee's schedule is changed to a shift that begins before or ends after the designated 12 hour period covered by shift differential for a period of one or more full work weeks (Sunday – Saturday), he/she would be eligible for shift differential during that period.
 - (f) When a regularly scheduled 2nd or 3rd shift employee works additional shift hours either before or after a "regularly scheduled" shift.
- (5) This policy does not pertain to Fire Fighters who work a 24 hour shift.

TIME RECORDING (Time Sheets)

Policy:

It is the policy of the Adjutant General's Department to establish the time and duration of working hours as required by work load and production flow, customer service needs, the efficient management of human resources, and any applicable law and to comply with State and Federal minimum wage, overtime, recordkeeping, and other requirements. Because of the unique work schedules in this agency, an accurate time sheet is crucial to ensure the efficient use of the Agency's resources. This guideline is intended to provide information to all personnel, which will allow them to monitor time sheet completion in a professional manner.

Comment:

- (1) This guideline is regarding bi-weekly time sheets. Because time sheets are considered to be legal documents and are subject to auditing by Federal and State entities to ensure the efficient use of the Department's resources, and accurate time sheet is crucial. This guideline is intended to provide information to all personnel, which will allow them to monitor time sheet completion in a professional manner.
- (2) Time Sheets are to be submitted in appropriate time to allow for the supervisor/manager/payroll processor to review and sign for approval. Time sheets are to be delivered to Human Resources for processing no later than 12 Noon on the Monday of payroll processing weeks. Any deviation from this deadline must be approved by the Human Resources Director in advance.
- (3) Repeated late time sheet submission could result in disciplinary action.
- (4) The Department will follow all policies and requirements established in the Adjutant General's Department and/or State of Kansas in reference to leave and compensation.
- (5) Falsifying a time sheet by failing to add time worked, adding time worked when such work was never performed or by failing to subtract time from the time sheet when the employee was not present to work is a violation of this policy and subject to disciplinary actions up to and including dismissal and/or legal actions.
- (5) All employees are to adhere to the following procedure when completing and submitting time sheets:

Employee Responsibilities:

- (1) All time worked must be entered on the time sheet. Employees are prohibited to work without compensation.
- (2) Employees will not be compensated for time not worked, except as authorized under FLSA guidelines or State of Kansas/Adjutant General's Department policies.
- (3) Time sheets must be fully completed and submitted to their appropriate Supervisor/Manager/Time Keeper for final approval in a timely manner to allow for approval and submission by the appropriate deadline. Employees who do not turn in their time sheet completed by the deadline will not have their time sheet entered appropriately into the SHARP System and could result in a late or inaccurate payroll check. Partially completed sheets will only be compensated for the hours shown until the next pay period. If the employee is on annual leave it is his/her responsibility to fill out the time sheet prior to leaving. If the employee is on sick leave, the shift supervisor will complete the sheet in the employee's absence.
- (4) Doctor's slips, Military Orders, Jury Notices, Travel documents and other documentation must be submitted to properly document leave documented on time sheets.
- (5) When Military Leave is being used, a copy of the military orders need to be sent with each and every time sheet that is applicable.
- (6) Exempt employees must record all time worked, including non paid time, non worked time and any leave time used.

Supervisor Responsibilities:

It is the responsibility of the Supervisor to ensure that all time sheets are correctly completed and all documentation is forwarded to HR. Supervisors will approve each time sheet signifying their review and approval of all submitted hours or leave usage and documentation. It is the Supervisor's responsibility to ensure all time sheets are delivered to HR in accordance with this policy and by the specified deadline.

Designated Timekeeper Responsibilities:

It is the responsibility of the Designated Timekeeper or time sheet collection personnel to gather time sheets and the corresponding documentation and submit for approval according to the appropriate deadline.

MEDICAL PROCEDURES

Policy:

It is the policy of the Adjutant General's Department that applicants to whom a conditional offer of employment has been extended and current employees may be required to undergo medical tests, procedures, or examinations whenever management determines that these are necessary for the safe or efficient operation of the organization.

Comment:

- (1) Successful applicants for employment may be required as a condition of employment to take a medical examination to establish their fitness to perform the jobs for which they have applied without endangering the health and safety of themselves or others. If management determines that an examination is appropriate to a particular position, all applicants for the job to whom a conditional offer of employment has been made should be examined.
- (2) Employees may be required to have a medical examination on other occasions when the examination is job-related and consistent with business necessity. For example, a medical examination may be required when an employee is exposed to toxic or unhealthful conditions, requests an accommodation for a disability, or has a questionable ability to perform current job duties or the duties of the job for which the employee is being considered.
- (3) Employees are encouraged, but not required, to have physical examinations periodically during their employment and to participate in wellness programs.
- (4) The Adjutant General's Department will pay for medical examinations it requires and will designate an approved physician or licensed medical facility to perform the examination. Records of medical examinations paid for by the Adjutant General's Department are the property of the Adjutant General's Department, will be treated as confidential, and will be kept in separate medical files. However, records of specific examinations, if required by law or regulation, will be made available to the employee, persons designated and authorized by the employee, public agencies, relevant insurance companies, or the employee's doctor.
- (5) Employees who need to use prescription or nonprescription legal drugs while at work must report this requirement to the Human Resources Department if the use might impair their ability to perform the job safely and effectively. Depending on the circumstances, employees may be reassigned, prohibited from performing certain tasks, or prohibited from working if they are determined to be unable to perform their jobs safely and properly while taking the prescription or nonprescription legal drugs.
- (6) The Adjutant General's Department reserves the right to require acceptable confirmation of the nature and extent of any illness or injury that requires an employee to be absent from scheduled work. The Adjutant General's Department also may require a second and, if necessary, third medical opinion regarding an employee's absence because of illness or injury. The Adjutant General's Department will pay for any additional opinions it requires.
- (7) Employees returning from a disability leave or an absence caused by health problems may be required to provide a doctor's certification of their ability to perform their regular work satisfactorily without endangering themselves or their fellow employees.
- (8) Employees who become ill on the job or suffer any work-connected injury, no matter how minor, **must report** immediately to their supervisors. Supervisors will arrange referral for examination, treatment, and recording of the incident as necessary. Time an employee spends waiting for and receiving this medical attention will be considered hours worked for pay purposes.

- (9) An injured employee's supervisor, any member of management, the Safety Officer, or medical personnel are authorized to have the employee transferred to an outside medical facility designated by State Self Insurance for treatment.
- (10) The Adjutant General's Department also may require job applicants and current employees to take a test to determine the presence of drugs, narcotics, or alcohol, unless prohibited by law.

ATTENDANCE AND PUNCTUALITY

Policy:

Punctual and regular attendance is an essential responsibility of each employee in the Kansas Adjutant General's Department. Any tardiness or absence causes problems for fellow employees and supervisors. When an employee is absent, others must perform the work, which diminishes the smooth functioning of the Agency.

Employees are expected to report to work as scheduled, on time and prepared to start work. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. The purpose of this policy is to promote the efficient operation of the agency and minimize unscheduled absences.

Any employee who fails to report to work without notification to his or her supervisor for a period of five days or more will be considered to have voluntarily terminated their employment relationship.

Definitions:

A. Absences: Absence is the failure of an employee to report for work when the employee is scheduled to work.

1. Pre-Scheduled Absence occurs when all three of the following conditions are met:
 - i) The employee provides sufficient notice to his or her supervisor,
 - ii) Such absence request is approved by his or her supervisor, and
 - iii) The employee has sufficient accrued leave time to cover such absence.
2. Unscheduled Absence occurs when one of the three conditions in (A)(1) is not met.
3. If it is necessary for you to be absent or late for work because of illness or an emergency, you must notify your supervisor or his designated agent, no later than 60 minutes before the employee's scheduled starting time on that same day otherwise it will be documented as an unscheduled absence.
4. If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as an unscheduled absence.
5. Sixteen (16) hours of unscheduled absence may subject you to immediate termination. Progressive discipline will be administered according to the table in Section F.

B. Illness/Injuries: Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances. Employees who have three (3) consecutive days of excused absences because of illness or injury must give The Human Resources Department proof of physician's care. An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy. If an illness or injury prevents an employee from performing their regularly scheduled duties, a physician's statement must be provided verifying

- (a) The nature of the illness or injury;
- (b) If and when the employee will be able to return to work, if applicable; and
- (c) Whether the employee is capable of performing their regularly scheduled duties, and if not, what duties the employee is capable of performing.

The employee is responsible for providing Human Resources with the above described physician's proof of physician's care. Without an acceptable excuse, the employee may be subject to immediate termination.

C. Sufficient Notices: To be considered a pre-scheduled absence as defined in (A), sufficient notices must be given to the supervisor. Sufficient notice is:

1. For an absence of 8 hours or more, employees must give a notice of one week (7 days).
2. For an absence of less than 8 hours, employees must give a notice of two working days. (No exceptions).

Human Resources must approve any exceptions to this provision.

Other Notifications:

For an emergency absence (will be considered as an unscheduled absence) occurring

- a) At the beginning of the employee's shift, employees must notify their supervisor or designated agent within 60 minutes before the beginning of their shift and
- b) During the employee's shift, employees must notify their supervisor prior to leaving the premises.

Absences that fall under Funeral leave, Jury Duty or Work Comp may not require Sufficient Notice, but the employee should try to give as much notice as possible to his/her supervisor of these absences.

D. Tardiness: You are expected to report to work on time. If you can't report to work as scheduled, you should notify your Supervisor or his/her designated agent no later than 60 minutes before your regular starting time. This notification does not excuse the tardiness but simply notifies your Supervisor that a schedule change may be necessary.

E. NO CALL/NO SHOW: Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter.

1. The first instance of a no call/no show will result in a final written warning.
2. The second separate offense may result in termination of employment with no additional disciplinary steps.
3. Any no call/no show lasting five days is considered job abandonment and will result in immediate termination of employment.

If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be accelerated to the final step.

Management may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.

F. Progressive Discipline for Unscheduled Absences: No disciplinary actions will be taken without the direct involvement of the Human Resources Department as counsel to management. All warnings will be delivered by the direct supervisor, manager, or Human Resources as circumstances require. Management reserves the right to use its discretion in applying this policy under special or unique circumstances.

Although occurrences will roll off an employee's record after six months, habitual offenders (those who have established a pattern of absences, such as consistently having six or more occurrences in any given six-month period or routinely calling off on Mondays and/or Fridays) may trigger step discipline even though six-month old infractions have fallen off, if he or she continues to incur occurrences.

STEP ONE

Six occurrences (unexcused absences and tardiness combined) in any six-month period will be the basis for a coaching discussion (Verbal Counseling) between the employee and direct supervisor. The purpose of the coaching session is to make the employee aware that he/she has been absent or tardy frequently enough to draw attention and to be certain that the employee understands this policy and the consequences of violation. The coaching session will be documented to the employee's personnel file.

STEP TWO

Any additional unscheduled absence or tardiness in the same six-month period is cause for a written warning with documentation to the employee's file. The written warning, delivered by the employee's direct supervisor, serves to notify the employee that he/she is in violation of this agency policy and that additional occurrences will result in further disciplinary action.

STEP THREE

The next unscheduled absence or tardiness to the above in the same six-month period will trigger a final written warning with a one-day suspension (without pay). This is considered the final step in the disciplinary process regarding attendance and punctuality.

STEP FOUR

An additional unscheduled absence or tardy to the above steps in the same six-month period is cause for termination of employment.

LEAVE OF ABSENCES

Policy:

It is the policy of the Adjutant General's Department to permit employees to be absent from work on an authorized short-term basis for a variety of reasons, including sickness or injury. To help employees maintain their income during certain authorized absences, the Adjutant General's Department will provide compensation according to the guidelines below.

Comment:

- (1) The Adjutant General's Department (TAG) recognizes the need for employees to be away from work due to illness or for personal business during the normal workday. It is also recognized that excessive absenteeism and tardiness disrupts workflow, affects job performance and quality customer service, burdens co-workers with extra tasks, lowers employee morale, and increases labor costs.

- (2) **ATTENDANCE AND LEAVE REPORTING**

Employees must obtain prior approval, except when on unscheduled sick leave, from their immediate supervisor for all time away from work. Supervisors shall approve or deny all requests for leave, including periods of leave in less than half of a day for exempt employees.

- (a) **Leave reporting for non-exempt employees (hourly)** – Non-exempt employees are subject to the wage and overtime provisions of the federal Fair Labor Standards Act (FLSA). Non-exempt employees must report leave on an hour-for-hour basis. Leave to cover absences or tardiness of non-exempt employees that exceeds seven (7) minutes, must be recorded in 15 minute increments on the official timesheet. The supervisor may rearrange an employee's workday within the 40-hour workweek to avoid leave without pay, if an employee's leave balances are insufficient to cover the absence. Rearranged time is subject to agency needs, and prior approval is needed. Abuse of rearranged time will result in the loss of privilege and/or leave without pay.
- (b) **Leave reporting for exempt employees (salary)** – Exempt employees report leave in full-day or half-day increments on their official timesheet based on their approved work schedule. Only the following types of leave used by an exempt employee will be recorded in quarter hour increments; jury duty, or funeral leave. Exempt employees are expected to follow the attendance policy and established leave reporting procedures for absences and tardiness.

- 1) If an exempt employee is not absent for a minimum of a half-day, no leave should be charged, except for the other types of leave listed above. A supervisor may require an exempt employee to use a half-day of appropriate leave, if the employee has abused the use of leave in less than half-day increments or if there are other similar circumstances. If requiring the use of a half-day of leave, the employee must be absent for the full half-day. Time off is only cumulative on the same day (i.e. conge for 2 hours in the morning and 2 hours in the afternoon) and cannot be combined from day to day.

- (3) In order for leave of absences to be considered authorized and potentially eligible for compensation, employees must obtain approval for the absence from their supervisor. Unauthorized absences and absences in excess of what is allowed under this policy, except for an approved leave of absence, will be considered abuses of this policy and are grounds for disciplinary action.
- (4) Short-term absences resulting from jury duty and testifying as a subpoenaed witness* will not be charged against an employee's available days of paid absence. Nonexempt employees will be paid their regular base rate for authorized absences to serve as a juror or subpoenaed witness, up to a limit of two workweeks per calendar year. Exempt employees are subject to the same two-week limitation except that they will also receive pay for any days they serve as a juror or witness in a workweek in which they actually perform work.
- (8) If the absence is due to illness or injury of the employee or a family member, written certification from the health care provider of the ill or injured employee or family member verifying the need for leave is required if the absence exceeds three consecutive days and also may be required for certain shorter absences. Employees who falsify the reason for an absence will be subject to disciplinary action, up to and including termination and any compensation for the absence will be stopped immediately.
- (9) Employees returning from a leave of absence must report to their supervisor, and, when appropriate, certify that they are fit to return to work. The supervisor should record the employee's absence on the employee's time sheet and forward the return to work documents to the Human Resources Department. When appropriate, the supervisor should counsel the employee on the importance of good attendance and warn that excessive absences will lead to discipline, up to and including termination.
- (10) Compensation during authorized absences will not be granted before days of paid absence have been accrued. In addition, authorized days off for leave of absences will not be considered as working time for calculating weekly overtime compensation.

Types of Leave:

- (1) Sick Leave (SCK): Employees may use sick leave for personal illness or injury and medical and dental appointments that cannot be scheduled outside of working hours. An employee may use sick leave for an illness or injury of a family member. A family member means "any person related to the employee by blood, marriage or adoption and any minor residing in the employee's residence as a result of court proceedings pursuant to the Kansas code for care of children or the Kansas juvenile offenders' code."
 - (a) Sick leave may not be used for any reason other than an employee's illness and doctor's appointments and illnesses and doctor's appointments of family members, which reasonably require the employee to be absent from work.
 - (b) Sick Leave usage of three or more consecutive days requires the employee provide a statement from a physician and may be required to submit a Return-to-Work Certification prior to returning to their normal job duties.
 - (c) An individual may be required to provide a physician's statement for any request or period of sick leave usage.
 - (d) Sick Leave may not be used as a substitute for Vacation Leave and/or Leave without Pay (LWP).
 - (e) An Employee may be required to provide evidence necessary to establish the employee is entitled to use sick leave under the following circumstances:
 - 1) When an employee has a consistent pattern of maintaining a zero or near zero sick leave balance without documentation of the need for such relatively high utilization;
 - 2) When an employee has seven (7) days of undocumented sick leave within a 30 day period;
 - 3) When an employee establishes a pattern of utilizing sick leave in conjunction with days off or holidays;
 - 4) When the employer needs to determine whether Family Medical Leave Act obligations apply or are implicated; or
 - 5) When the employer has a reasonable basis to believe the employee is misusing sick leave.

- (2) Vacation Leave (VAC): Employees may request and use vacation leave for any periods of planned absences from work. Vacation leave should be requested at least 48 hours prior to the leave being taken to be considered pre-scheduled. Requests for an extended vacation leave (a week or more) should be made at least one (1) week in advance to be considered pre-scheduled.
- (a) Nonexempt employees shall use vacation leave only in increments of a quarter of an hour.
 - (c) Exempt employees, including part-time exempt employees, shall use vacation leave only in either half-day or full-day increments.
 - (c) Vacation leave earned by an employee during a pay period shall be available for use on the first day of the following pay period.
 - (d) If a holiday on which state offices are closed occurs during an employee's vacation, the holiday hours shall not be charged against the employee's vacation leave.
- (3) Holiday (HOL):
- (a) The following days shall be legal holidays for the state service: New Year's Day, Martin Luther King, Jr Day, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day/day after, and Christmas Day. When one of these legal holidays falls on a Saturday, the preceding Friday shall be the officially observed holiday for state employees. When one of these legal holidays falls on a Sunday, the following Monday shall be the officially observed holiday for state employees.
 - (b) An employee who is on leave without pay for any amount of time either on the last working day before a holiday or the first working day following a holiday shall not receive holiday credit.
- (4) Military Leave (MIL):
- (a) MIL is authorized for employees that are members of a reserve component. Fifteen days of Military Leave are authorized per calendar year for "active duty purposes".
*This is not to be confused with regularly scheduled Military Drill. Orders must state "ACTIVE DUTY" or "ANNUAL TRAINING" of "Title 10" or Title 32" and orders must be available.
 - (b) It is the responsibility of the employee to provide his/her supervisor with military orders for 'active duty', in advance, to accompany the State of Kansas Time and Leave Document (timesheet) and leave request form.
 - (c) When orders are not provided in advance, the employee must provide them prior to MIL being approved and entered onto the employee's timesheet.
*Not all military orders meet the requirements for use of MIL leave. In those cases the employee may request use of other leaves (with the exception of sick leave), the discretionary day or LWP.
- (5) Jury Duty Leave (JRY):
- (a) In the event an employee receives a notice to report for jury duty, the employee should notify their supervisor immediately so that arrangements can be made to have work duties covered until the employee can return to work.
 - (b) An employee shall not be entitled to Jury Duty leave in circumstances where the employee is called as a witness on the employee's own behalf in an action in which the employee is a party.
 - (c) Each employee granted leave under this section who receives pay or fees for a required appearance, excluding jury duty, shall turn over to the state the pay or fees in excess of \$50.00. The employee may retain any amount paid to the employee for expenses in traveling to and from the place of the jury duty or required appearance, except when any employee travels in a state vehicle for a required appearance before a court, or a legislative committee, or other public body, the employee shall turn over to the state any mileage expense payments received.
 - (d) The employee will be paid full regular straight time earning.
 - (e) Time spent on jury duty will be counted as regular working time for all purposes except overtime.
 - (f) The employee must return to work for any reasonable time the court is closed during normal work hours.
 - (g) No adverse employment action will be taken against employees due to their service as a juror in state or federal courts.
- (6) Leave Without Pay (LWP):
- (a) LWP will not be authorized except under extenuating circumstances and must be requested in advance

- (7) Unauthorized Leave: Unauthorized leave is leave without pay regardless of leave balances. Use of sick or vacation leave not requested in the prescribed manner above and not approved in advance or upon return from sick leave is *unauthorized*. The supervisor will counsel the employee and provide written notice of the unauthorized leave. The notice will be placed in the employee's official personnel file maintained in Human Resources. Unauthorized leave without pay will be recorded on the official timesheet.
- (a) When any or all requested leave is unauthorized/denied and the employee does not report or stay at work, the employee will be considered 'Absent Without Leave' (AWOL). This means the employee may not use leave or their Discretionary Day.
 - (b) In the case of habitual or flagrant use of unauthorized leave, the supervisor shall determine whether a pay decrease, suspension, demotion, or dismissal shall be proposed for disciplinary action. Human Resources will investigate and assist in the recommending appropriate disciplinary action.
 - (c) Any unauthorized absence from work for a period of five (5) consecutive working days shall be regarded as job abandonment and a presumed resignation.

FUNERAL LEAVE

Policy:

It is the policy of the Adjutant General's Department to permit employees to be absent from work on an authorized short-term basis for death, funeral, or estate settlement in the employee's immediate family (the phrase "immediate family" for the purposes of this policy includes the employee's spouse, brother, sister, father, mother, children, stepchildren, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, and any member of the employee's household):

Comment:

(1) Employees on benefit eligible positions may be granted paid funeral leave upon the death of a close relative as noted below. Leave must be made using the Leave Request Form and will need to adhere to the Short Term Absences policy. Under no circumstance can funeral leave exceed six (6) working days. If possible, employees should request leave prior to taking funeral leave. If this is not possible, the employee should immediately notify the supervisor (or a supervisor in the chain of command) and complete a leave request form immediately upon returning to work. There is no guarantee that the maximum allowed will be authorized. Also, it should not be assumed that being absent longer than the recommended authorized days will be approved as funeral or any other leave without prior authorization. Leave request forms must specify the relationship to the employee and the location of the funeral. In making determinations, the relationship to the employee, required travel time and staffing must be considered:

- (a) The maximum of six (6) working days of paid funeral leave is recommended for the following family members:
 - (i) Employee's spouse;
 - (ii) Employee's children, adoptive children, and step-children;
 - (iii) Employee's parents, adoptive parents, and step-parents;
 - (iiii) Employee's brother, adopted brother, sister, adopted sister, step-brother, adopted step-brother, adopted step-sister, and step-sister
 - (iiiii) In the case where an individual was raised by someone other than the mother or father, an allowance will be made.
- (b) The maximum of three (3) working days of paid funeral leave is recommended for the following family members:
 - (i) Employee's grandparents and grandchildren
 - (ii) Employee's father in-law, mother in-law, daughter in-law, son in-law, brother in-law and sister in-law.
 - (iii) Other relative or foster child residing in household
 - (iiii) Employee's ex-spouse

(c) The maximum of one (1) working day of paid funeral leave is recommended for the following family members:

- (i) Employee's aunt or uncle
- (ii) Employee's niece or nephew
- (iii) Employee's ex-father in-law and ex-mother in-law.

(2) For relatives not covered above, or for additional days, the employee may request to use other accrued leave (sick leave may not be used), if applicable.

Connecting YOUR Information to YOU

www.kansas.gov/employee

A website with services and information specifically for the State of Kansas employee.

Name: _____

ID #: _____

Signing on to Employee Self-Service

1. Your **Employee ID** is required for login. It always has 11 characters, all of which must be keyed. The first character is always a letter and **MUST BE CAPITALIZED**. The system does not do this automatically, and failure to do so will cause the Employee ID not to be accepted. If you do this three times, you will be locked out and only the help desk can reset your password.
2. There are normally at least several leading zeroes in an Employee ID. That is, following the capital letter, you may have several zeroes before the numbers in your Employee ID. These must be keyed as zeroes, **NOT AS THE LETTER "O"**. Failure to do so will cause the Employee ID not to be accepted. If you do this three times, you will be locked out, and only the help desk can reset your password.
3. As a new employee, the first time you sign on, your password is a combination of the first two (2) characters of your last name (lowercase) and the last six (6) digits of your Social Security Number with no space in between. For example: If your last name is Smith and your SSN is 224-12-3456, your original password is – sm123456.
4. Please note that after you have logged in **FOR THE VERY FIRST TIME**, you will be prompted to change this password. When you log on successfully, you will be presented with a page indicating that the password you entered has expired. **THIS MEANS YOU ARE NOW IN THE SYSTEM**, and you should go immediately to enter a new password, a secret question reminder so that you can reset your own in the future, and change your email address to be current if you have one. You do not need an email address to get a new password.
5. Again, this is **NOT** your permanent password, just what will be used to get you in the first time. This is also true of automatic resets you do via the forgot password feature. The password shown will get you in once, but you will be required to change it immediately to one of your choosing that meets the criteria shown (at least 8 characters with a number **and** a capital letter) before you are allowed to go further.
6. **PLEASE LOOK FOR THE SAVE BUTTON AT THE BOTTOM OF THE PAGE**. When you change your password, you must click **SAVE** at the bottom of the page for the change to be effective - before leaving the page.
7. For security purposes, **passwords must be changed every 30 days, and there is a five (5) minute time limit** once you have logged on.
8. Pay advices for direct deposit are no longer mailed. All paycheck information will be accessible whether you receive a check or participate in direct deposit. Up to 3 years of paycheck history is available. Year-to-date balance information is only included on the most current paycheck.
9. The following information is available for your viewing:
 - ◆ Paycheck – See pay information on the Monday before a Friday pay date. Year-to-date balance is only included on the most current paycheck.

- ◆ Leave Balances – View leave balances as of the end of the most current pay period. Example: leave balances for the pay period ending July 3, 2004 will be available with the July 16, 2004 pay information.
- ◆ Job Postings – See job vacancies in state agencies as they are posted each day. Search and sort by keyword, job title, county, or agency.
- ◆ Personal Data – View name, address, phone number, marital status, birth date, and original hire date as stored in the Statewide Human Resource and Payroll (SHARP) system. Please contact your agency personnel office if any of this information is incorrect.
- ◆ Benefits Open Enrollment – Choose elections for health insurance and flexible spending accounts during the open enrollment period each October. (Benefits eligible employees only).
- ◆ Benefits Confirmation Statement – View health insurance (medical, dental, vision, and prescription drug) and flexible spending accounts elections from the latest benefits open enrollment period. (Benefits eligible employees only).
- ◆ Total Compensation Statement – View direct and indirect compensation for the most recent year available. (Benefits eligible employees only).
- ◆ General Profile Information – Change email address or password for Self-Service.
- ◆ W-4 Tax Information – Change number of allowances, marital status, and exempt status* for both Federal and Kansas state withholding. Additional federal withholding changes can also be entered through Self-Service.
 - *Exempt Status – It is not recommended that you use this option being that no withholding taxes – federal or state - will be withheld from your pay.
- ◆ W-2 Reissue – Request a duplicate W-2 for previous calendar year.

Other Sources Available on the State Website

Benefits

Benefits Info Center - This site is intended to serve the many participants of the State of Kansas. This includes active employees, non-state employer groups, direct bill members, and COBRA. This website is designed to provide summary information for benefits provided through the state.

Providers - Click on a health care provider to find contracting physicians, dentists, optometrists, pharmacies or hospitals for that provider.

Group Programs - The State of Kansas Employees Health Plan supports the idea of employee choice by providing a variety of plan options for participants. Participants may choose from six medical plan options including three Preferred Provider Organization (PPO) plans, and three Health Maintenance Organization (HMO) options.

Civil Service Jobs

Job Vacancy Lists – A listing of all available vacant State jobs.

Apply for Jobs – Register your personal data and apply for vacant positions with State agencies.

Forms

Links to such form as: Taxes – W-4, W-5, Earned Income Credit; Direct Deposit, Learning Quest, KanElect, Vital Statistics, KPERS, Social Security, and many more.

http://www.kansas.gov/employee/

Kansas.gov: The Official Web site of the State of Kansas

KANSAS.gov

Home > Government > State Employee Service Center

Services

Government

Business

Community

Education

Tourism

Kansas Photos

IMPORTANT NOTICES

- Impact of 2011 Tax Changes on Employee Paychecks
- 2011 Holidays and Pay Schedule courtesy of the Kansas Deferred Compensation Plan
- The Benefit Confirmation Statement is now available. Log into [Employee Self Service](#) to view your Elections for Plan Year 2011
- A memorandum providing information on changes to the employee pay stub as been posted at the following link: <http://www.da.ks.gov/jhans/documents/PayStubChanges070110.pdf>. Please distribute this information to the employee's in your agency.
- Designated Holidays for 2011 memo. (June 15, 2010)
- The Division of Accounts and Reports was recently notified that the U.S. Department of Treasury has announced that it will stop issuing paper savings bonds through employer-sponsored payroll savings plans. The paper savings bonds that have been issued through the payroll savings bond program will continue to be valid issues of the U.S. Treasury and will remain available for purchase at financial institutions. [Read more](#)

[Archive of previous notices](#)

Health Benefits
[Health Benefits](#), [Benefits Plan Year 2011](#), [Healthy Kids](#), [Health/Just-Wellness](#), [Health Reform](#), [newsletter](#), [more...](#)

Commuter Information
[Vanpool List](#), [Carpool List](#)

Resources
[New Pay Plan](#), [Performance Management Review System](#), [Documents](#), [Personnel](#), [Training](#), [more...](#)

Featured Sites

http://www.da.ks.gov/ps/subject/ncsc

Employee Self Service Center

A service of the Department of Administration

Self Service Center

Welcome to the State of Kansas Employee Self Service Center

Employee Self Service Sign in

[Sign In to Employee Self Service](#)

Helpdesk

- Topeka Area 296-1900
- Toll free 1-866-999-3001

•Important [information about using a shared computer](#) for viewing your information.

Frequently Asked Questions (FAQs)

- [New! Forgot your password instructions](#) (pdf)
- FAQ for [Employee Self Service Center](#)
- FAQ for [View Paycheck](#)
- FAQ for [Print Paycheck](#)
- FAQ for [Request W-2 Reissue](#)
- FAQ for [Update W-4 Tax Information](#)
- FAQ for [Total compensation](#)

More Information

- Total compensation [more...](#)
- [Browser information](#)

Questions: Contact us at
self_service@da.ks.gov

Self Service

Employee Orientation

[DA Home](#) | [Services](#) | [Divisions](#) | [Contact Us](#) | [Disclaimer](#) | [What's New](#) | [State of Kansas Home Page](#)

Page last modified on: December 13, 2010

KANSAS Employee Self Service

Welcome to the State of Kansas Employee Self Service

Problems signing in? Call the Help Desk at 296-1900 (Topeka) or toll-free 1-866-999-3001 (outside Topeka).

Employee ID:

Password:

[Forgot Your Password?](#)

[Instructions for Forgot Your Password](#)

After signing in you can:

View	Update
<ul style="list-style-type: none"> • Personal Data • Benefits Confirmation Statement • Training Summary • Leave Balances • Paycheck Information • Total Compensation 	<ul style="list-style-type: none"> • Benefits Open Enrollment (during October) • General Profile Information • W-4 Federal Tax Information <p style="text-align: center;">Request</p> <ul style="list-style-type: none"> • W-2 Reissue

****Important information when using a shared or public computer****
 To prevent others from viewing confidential information, close your browser after you sign out of Employee Self Service.

2011

Holidays and Pay Schedule

Kansas Public Employees Deferred Compensation Plan

January

S	M	T	W	T	F	S
					31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

April

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

July

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

S	M	T	W	T	F	S
					5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September

S	M	T	W	T	F	S
					2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

[ING Financial Advisers, LLC]

For more information contact our local office at:

212 SW 8th Street – Suite 100

Topeka, KS 66603

785-296-7095

800-232-0024

Key

- State Holidays
- Payday



STATE OF KANSAS HOLIDAYS AND PAY SCHEDULE

HOLIDAYS FOR CALENDAR YEAR 2011

New Year's	Friday	December 31, 2010
Martin Luther King, Jr. Day	Monday	January 17, 2011
Memorial Day	Monday	May 30, 2011
Independence Day	Monday	July 4, 2011
Labor Day	Monday	September 5, 2011
Veteran's Day	Friday	November 11, 2011
Thanksgiving Day	Thursday	November 24, 2011
Day after Thanksgiving	Friday	November 25, 2011
Christmas	Monday	December 26, 2011
Discretionary Day	(Pay periods December 26th, 2010 through December 24th, 2011) <i>Note:</i> This holiday should be approved in accordance with the general policy for the discretionary holiday outlined by the Secretary of Administration's Memorandum dated June 15, 2010.	

My Retirement Outlook

My Retirement Outlook is an interactive retirement and paycheck calculator designed to help you identify whether you will face a gap in retirement income. For more information or to access the calculator, visit us online at www.ingretirementplans.com/custom/ks and click on the My Retirement Outlook link.

Access Your KPERS Account Online

KPERS' member Web portal is a convenient way to keep track of your membership information and help with retirement planning. Download your annual statement, create personalized benefit estimates, or review your beneficiaries. www.kpers.org/mykpers

www.ingretirementplans.com/custom/ks

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ACKNOWLEDGEMENT OF RECEIPT OF NEW EMPLOYEE ORIENTATION MATERIALS

I have received New Employee Orientation and have received a copy of the New Employee Orientation Materials packet and have read and understand the material covered below.

ABOUT THE AGENCY	SAFETY
MISSION	REPORTING UNSAFE CONDITIONS
KANSAS NATIONAL GUARD	MAINTAINING A SAFE WORKSITE
KANSAS HOMELAND SECURITY	USING SAFETY EQUIPMENT
AGENCY PHILOSOPHY	REPORTING AN INJURY
AGENCY PAPERWORK	HAZARD COMMUNICATIONS
OPEN-DOOR POLICY	CARE OF EQUIPMENT AND SUPPLIES
EQUAL EMPLOYMENT OPPORTUNITY	SMOKING AT THE WORKPLACE
HARASSMENT POLICY	VIOLENCE AND WEAPONS
WORKING AND COMPENSATION	DISPUTE RESOLUTION
EMPLOYMENT ON AN AT-WILL BASIS	DRUG-FREE WORKPLACE
ATTENDANCE POLICY	APPEARANCE AND DRESS
WORKDAY HOURS AND SCHEDULING	CONFLICTS OF INTEREST
RECORDING HOURS WORKED	NETWORK/ELECTRONIC RESOURCES POLICY
PAY PERIOD AND PAYDAY	SECURITY CLEARANCES
OVERTIME	FELONIES
INCLEMENT WEATHER POLICY	RULES OF CONDUCT
PROBATIONARY PERIOD	PROGRESSIVE DISCIPLINARY ACTIONS
EMPLOYMENT CLASSIFICATIONS	BENEFITS
MAINTAINING YOUR PERSONNEL RECORDS	LEAVES OF ABSENCES AND HOLIDAYS
PERSONNEL FILES	FAMILY MEDICAL LEAVE ACT
PERFORMANCE EVALUATIONS	

I have had the opportunity to ask questions about the policies in this packet, and I understand that any future questions that I may have about the packet or its contents will be answered by the Human Resources Director or his or her designated representative upon request. I agree to and will comply with the policies, procedures, and other guidelines set forth in these materials. I understand that the agency reserves the right to change, modify, or abolish any or all of the policies, benefits, rules, and regulations contained or described in these materials as it deems appropriate at any time, with or without notice. I acknowledge that neither these materials nor its contents are an express or implied contract regarding my employment.

I further understand that all employees of the agency, regardless of their classification or position, are employed on an at-will basis, and their employment is terminable at the will of the employee or the agency at any time, with or without cause, and with or without notice. I have also been informed and understand that no officer, agent, representative, or employee of the agency has any authority to enter into any agreement with any applicant for employment or employee for an employment arrangement or relationship other than on an at-will basis and nothing contained in the policies, procedures, booklets, or any other documents of the agency shall in any way create an express or implied contract of employment or an employment relationship other than one on an at-will basis.

Employee Name Printed

Employee Signature

Date Signed