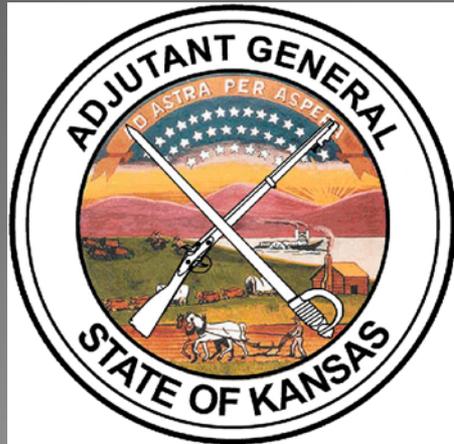


Kansas Adjutant General's Department



New Employee Orientation

TAG NEO Training - If you have questions, call an
HR Representative at: 785-274-1391 or 785-274-1392.

Mission

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

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



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



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HR Representative at: 785-274-1391 or 785-274-1392.

Kansas Homeland Security

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 History

Kansas National Guard

Citizen-soldiers began protecting Kansas homes and families when our state was still a territory, leaving farms, businesses and other work places when called to defend the state and nation.

As members of the National Guard of the United States, they trace their roots to the organized “militia” regiments formed in the Massachusetts Bay Colony in December 1636. “Militia,” from the Latin “miles,” means “soldier.” The concept of armed citizenry comes from the Greeks who required military service of free male citizens to defend their own land and the city-state, generally for short durations. That concept, which came to the colonies from England through the Saxons, brought with it an enduring fear of standing armies – the repressive forces of monarchs. The posting of British Regulars in the colonies reinforced that fear and distrust of full-time soldiers among Americans.

History

“Minutemen” from that same colony’s militia fired the “shot heard around the world” at Concord River’s North Bridge on April 19, 1775, and began our nation’s struggle for independence from Britain. We gained that independence with the help of the Marquis de Lafayette, a volunteer commander for American troops, and on his return to America in 1824, members of a New York militia took the name “National Guard” in honor of the Marquis, who was the commander of a French militia unit called the “Garde Nationale de Paris.” By the end of the 19th century, militia units in nearly all states were designated “National Guard” and with the passage of the Militia Act of 1903, the name “National Guard” became official.



Both the Army and Air National Guard seals are built around the “Minuteman,” the symbol of the National Guard. During colonial times, the Minutemen were the members of the militia who volunteered to respond within 30 minute with their own arms. The plowshare in the Minuteman symbol represents the civilian job the Guardsman leaves as he picks up his musket to answer the call to serve our state or nation.

History

The forerunner of the Kansas National Guard, the Kansas Militia, was formed on August 30, 1855, when the Territorial Governor and Legislative Assembly of the Territory of Kansas established “An Act to organize, discipline and govern the militia of this Territory.” The Act also provided for the Territorial Governor, with the advice and consent of the Legislative Council, to appoint and commission one adjutant general to oversee the territorial militia. The first Territorial Adjutant General was Hiram J. Strickler, who was appointed on August 31, 1855. On January 29, 1861, six years after the formation of the territorial militia, Kansas became the 34th state and the state militia was organized into units of the Kansas National Guard. Article 8, Section 4 of the Kansas Constitution designated the Governor of Kansas as the commander in chief for state duties. The U.S. Congress passed the Militia Act of 1903, providing the same organization and equipment for the National Guard in each state as provided to the U.S. Army.

History

The Kansas National Guard consists of the Kansas Army National Guard, and the Kansas Air National Guard, the latter established on September 18, 1947.

The Kansas National Guard has been involved in the nation's conflicts since the state's inception as a territory. The Kansas Guard actively participated in the Civil War; Indian Wars; Spanish-American War; Mexican Border; World War I; World War II; Korean War; Berlin Crisis; Air National Guard Squadron Tactical Reconnaissance Interceptor Program alert; Vietnam War; Operations Desert Shield/Desert Storm; Operation Northern and Southern Watch in Southwest Asia; Operation Restore Hope in Somalia; Operations Joint Endeavor, Deny Flight and Joint Guardian in Bosnia-Herzegovina; Operations Phoenix Scorpion, Phoenix Scorpion II and Desert Fox in Southwest Asia; Operation Allied Force in Kosovo; the Global War on Terrorism; and Operation Iraqi Freedom.

New Employee Paperwork

You should have been given a packet . You will be given instructions in this Presentation on completing this packet for those who did not receive a packet there are links that will open most of these.

Please gather all completed documents and send them all together to HR.

If you have any questions you may call HR at one of the numbers provided.



Your Position Description

Please read and sign your Position Description.

You will return the signed copy to HR and keep the additional copy for your records.

Employee Data Sheet

Please complete the [Employee Data Sheet](#) and all blanks in the top 4 sections of the document.

If you know the information in section 5 please enter it, or leave it for HR to complete later.

Please return this document to HR.

Important Dates & Timelines

You may review the [Calendar](#) to see the end of your first pay period, the date of your first paycheck and dates of State Holidays.

You should have a meeting with your supervisor and set your performance priorities within your first month of employment.

Performance Appraisals are conducted annually.

Important Dates & Timelines

You will start accrual of Sick and Vacation leave immediately.

You will accrue your Discretionary Day during the first pay period after 6 months of employment. Your Discretionary Day must be used during the State's calendar year .

The State's Calendar year is listed on the Calendar provided in the "Important Dates & Timelines" section of this orientation.

Policies

These [Policies](#) will be for your reference. Please read these policies and understand that you are expected to comply with all of them.

These policies and the TAG Policies can be found at:

http://kansastag.ks.gov/AdvHTML_Upload/files/Policy%20section.pdf

IT Policy

Please print, read and sign the [IT Policy](#).

Please return the signed policy to HR.

All Computers and Phones are subject to monitoring at all times.

Felony Policy

Please read the [Felony Policy](#) and sign and return the acknowledgement page.

This will acknowledge that you **MUST** self report any felony arrest per the procedures outlined in the policy.

This policy is to be kept by the employee as a reference and the acknowledgement page returned to HR.

Substance Abuse Policy

Please read and sign the [Substance Abuse Policy Affirmation Form.](#)

This acknowledges that you will abide by the Substance Abuse Policy.

This form is to be returned to HR.

Conditions of Employment

Please read and sign the form titled [Understanding of Selected Conditions of Employment](#).

This acknowledges that you will understand the conditions of your employment.

This form is to be returned to HR.

Conflict of Interest

Please read the [Conflict of Interest](#) document.

This will give you information on what you can not do as a State Employee.

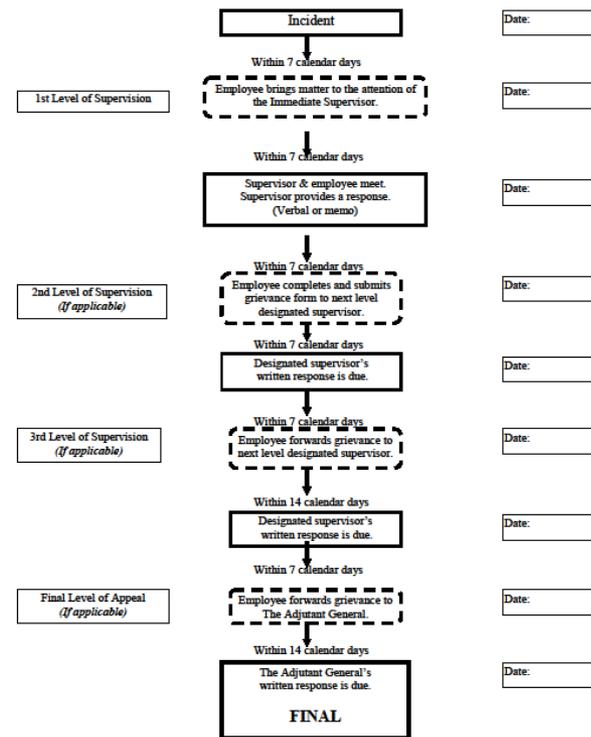
This form is to be kept by the employee as a reference.

Grievance Procedures

Please read the [Grievance](#) policy.

This process is for filing a grievance with conditions of your job that adversely effect you.

The Adjutant General's Department Grievance Procedure
State of Kansas



Sexual Harassment Policy

Please read the [Sexual Harassment](#) Policy.

Ensuring a working environment that is free from any form of sexual harassment is both an individual and a corporate responsibility at every level . The Adjutant General's policy is "ZERO TOLERANCE."

This form is to be kept by the employee as a reference.

Violence in the Workplace

Please read the [Violence Policy](#).

As with Sexual Harassment, the Adjutant General will have a “ZERO TOLERANCE” for violence in the workplace.

This form is to be kept by the employee as a reference.

Whistleblowers Act

Please read the [Whistleblowers Act](#).

This will give you information on your rights should you report any violation to any state or federal law..

This form is to be kept by the employee as a reference.

Leave Time

Please read the [Leave-General Policy](#).

This will give you information on what types of leave you are provided and the rules and procedures on their use.

This form is to be kept by the employee as a reference.

Funeral Leave

Please read the [Funeral Leave Policy](#).

This will give you clarification on the amount of Funeral leave you are allowed and the procedures on its use.

This form is to be kept by the employee as a reference.

Acknowledgement

Please print, read and sign the [Receipt of Policies](#)
Acknowledgement.

This acknowledges that you have received the policies
and will abide by them.

Return the signed document to HR.

Leave Request

The [Leave Request Form](#) is used to request the various types of leave used.

Please ensure that you complete your leave request completely.

All pre scheduled leave must be prior approved by your Supervisor.

The Adjutant General's Department State Employee's Leave Request Form	Name:
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Common Leave Codes – Non Exempt		<i>(Exempt employees – drop the last letter of the applicable non-exempt code and replace it with an "E".)</i>	
VAC Vacation	MIL Military (15 days/federal calendar yr)	SHL Shared Leave	
SCK Sick	JRY Jury Duty	WSL Worker's Comp-Sick Leave	
DDY Discretionary Day	FNL Funeral +	WVL Worker's Comp-Vacation Leave	
DDY Discretionary Day	ADM Administrative	WCT Worker's Comp-Comp Time Taken	
CHT Holiday Comp Taken	LWP Leave Without Pay	WHC Worker's Comp-Holiday Comp Taken	

** Note: Maximum of 8 days is not automatic. The employee's relationship to the deceased and necessary travel time determine the number of days. (See Funeral Leave Policy) "Relationship" must be specified in the 'Reason' or 'Comments' section.*

Must Obtain Approval Before Taking Leave											
<i>(Non-exempt: Use leave in 1/4 hour increments, i.e. .25, .50, .75, 1.0)</i>						<i>(Exempt: Use leave in 1/2 day increments, i.e. 4.0 & 8.0 hours)</i>					
Type	Pre-Sched? Yes/No	Reason*	From Date	From Time	To Date	To Time	Total Hrs	Employee Sign**/Date	Time	Result A-PA-D ***	Supv Sign/Date
1.											
2.											
3.											
4.											

- * Reason required except for pre-scheduled vacation leave, discretionary day or comp time.
- ** Employee's signature acknowledges and agrees that hours approved may be modified.
- *** A=Approved. PA=Partial Approval. (List leave hours approved in the 'Comments' section.) D=Denied.
- *** Leave hours may be modified if there is a potential for "additional hours" during the designated work week.

Comments:

Information applies unless otherwise agreed to in a union memorandum of agreement.

OSHR-P2 10/96 Rev 03/98; 03/00; 12/00

Comp Time

Please read and sign the [Comp Time Agreement](#).

This states that you will agree to accept Comp Time in lieu of overtime pay.

This form is to be returned to HR.

Flex Time

Most positions with the Adjutant General's Department allow for a flexible schedule.

Please complete the attached [Flex Time Form](#) and submit it to your Supervisor for approval of your Flex Time Schedule.

You may submit this form later for changes to your schedule.

ALL SCHEDULES MUST BE APPROVED BY YOUR SUPERVISOR.

Tax Clearance Form

Please read and sign the [Tax Clearance Form](#).

This will acknowledge that you understand that a tax clearance check will be conducted to confirm that you do not owe outstanding tax obligations.

This document is to be returned to HR.

Workers Comp

Please read the information sheet regarding [Workers Compensation](#).

This will give you information on what you should do should you suffer an injury while at work.

This document is to be kept by the employee as a reference.

Family Medical Leave Act (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid (you will be required to use any leave time accrued prior to being in unpaid status), job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months .

Family Medical Leave Act (FMLA)

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Direct Deposit

The State of Kansas pays its employees electronically.

You may complete the [Direct Deposit Form](#) and return it to HR, or contact HR and we will supply you with the Skylight Pay card and information packet.

Marti: 785-274-1392

Jo: 785-274-1391

State Withholding

Please complete the [Kansas Employee's Withholding Form.](#)

This is for State of Kansas tax deductions for your payroll.

This document is to be returned to HR.

Federal Income Withholding

Please complete the [Employees Withholding](#) form

This is where you claim your Federal Income Tax withholding amounts for your payroll..

This document is to be returned to HR.

Employment Eligibility

Please complete only Section 1 of the [I-9 form](#).

You will then hand this form along with your 2 forms of ID to the leader of this New Employee Orientation, Session I.

They will confirm your 2 forms of ID are valid, copy the 2 forms of ID and finish completing the form.

This form, along with the copies of the ID's will be returned to HR.

State Employee Health Plan

- You may view the State Employee Health Plan Presentation for benefit year 2011, starting January 1, 2011. This presentation is 1 hour in length.
<https://my.dimdim.com/view/reco/all/sehp2011/default/do3d71d4-039f-4d6f-9463-3e591923575c>

This presentation will cover changes to the plan from last year and new legislation effecting the plan along with basics regarding the health plans offered.

You may also view information in the following slides an not view the presentation.

Health Kids

HealthyKIDS (**Kansas employees Insurance for Dependents Supplement**) is a pilot program that helps eligible state employees with their premium for children's health insurance coverage in the State Employees Health Plan (SEHP).

State employees with dependent children who are eligible will have 90% of the premium for their covered children paid for by the state instead of the traditional 55%. The employee will pay for the remaining 10%. Employees may enroll in any of the available plan options. The state contribution will be based on the lowest cost plan.

For more information Click [HERE](#).

Dental Coverage

- **Delta Dental Plan**
- All Direct Bill members enrolled in health coverage are also enrolled in the dental plan, unless the member has opted out of the dental plan. For those members that continue with the dental plan, you may also choose to purchase dental coverage for your dependents that are enrolled in the health plan

For more information click [HERE](#).

Prescription Drug Plan

- **Caremark Prescription Drug Plan**
- Prescription drug coverage is provided through Caremark for Plans A and B, and its cost is included in the health plan rates. While the Preferred Drug List (PDL) is the same for all plans, the amount you pay will vary depending on the plan you select.
- For more information click [HERE](#).

Vision Plan

- **Superior Vision Services Plan**
- **You are offered two vision plans through Superior Vision Services*: the Basic Plan and the Enhanced Plan.**
- You may choose to enroll yourself and any eligible dependents in one of the vision plans, whether or not you or your dependents are enrolled in the health plan. However, if you choose dependent vision coverage, and dependent children also are enrolled in the health plan, the dependent children enrolled in the vision plan must match those enrolled in the health plan.
- For more information click [HERE](#).

Flexible Spending Accounts

Participating in a flexible spending account (FSA), such as the Health Care FSA and the Dependent Care FSA, is an easy way to set aside money for eligible anticipated out-of-pocket health care expenses and dependent care expenses. You can choose to enroll in either account or both.

For more information click [HERE](#).

Group Long Term Care Insurance

- We are pleased to announce that the State Employee Health Plan has contracted with Genworth Life Insurance Company to offer Group Long Term Care Insurance to benefits eligible Active State Employees and Retirees of the State of Kansas between the ages of 18 and 80 through a voluntary program. Certain family members are eligible as well.
- For more information click [HERE](#).

HealthQuest

Employee Assistance Program

- The Employee Assistance Program (EAP) is a special service provided for State of Kansas benefits eligible employees and their dependents at no charge. The EAP provides information, short-term counseling, advice, and referrals from licensed professionals who understand the typical stresses we all face day in and day out.
- In today's fast-paced world, trying to manage work, home, family, and all the associated demands can sometimes be a real test. And occasionally, wouldn't it be nice if there were an experienced, objective professional who could answer a confidential question or help with one of life's concerns?
- For more information click [HERE](#).

Learning Quest

- **The Kansas Postsecondary Education Savings Program was created by the 1999 Kansas Legislature.**
- Kansas offers three 529 plans: Learning Quest and Learning Quest Advisor are managed by American Century Investments and the Schwab 529 Plan is managed by American Century Investments and distributed by Charles Schwab & Co., Inc. Each offers education savings accounts to help you pay higher education expenses for individuals that you designate or for yourself. The program also provides tax advantages under both Kansas and federal law.
- For more information click [HERE](#).

Deferred Compensation Plan

- The Plan is established under Internal Revenue Code Section 457. Under the Plan, you postpone receiving (defer) a portion of your salary. It works like this:
- You decide, within certain legal limits, how much of your income you want to defer. The State (your employer) reduces your paycheck before income tax by that amount and forwards it to ING on a regular basis. Contributions are invested in the investment options you have selected. The contributions and any earnings that accumulate are not taxed until they are distributed to you. This is usually at retirement when you may be in a lower tax bracket.
- You can call ING at (785) 296-7095 or toll-free (800) 232-0024 and press option 5 to arrange an appointment with one of our representatives.
- For more information click [HERE](#).

KPERS

The Kansas Public Employees Retirement System (KPERS) is an umbrella organization that provides three statewide defined-benefit retirement plans for state and local public employees:

- **Kansas Public Employees Retirement System (KPERS)**
- **Kansas Police and Firemen's Retirement System (KP&F)**
- **Kansas Retirement System for Judges (Judges)**

Our membership totals over 268,000 and includes active, inactive and retired members. We also manage just over \$10 billion in assets for them. These members represent about 1,490 state and local employers.

You are part of the Kansas Public Employees Retirement System plan. KPERS accounts for approximately 148,000 of our active members, representing about 1,400 state and local employers.

For more information click [HERE](#).

State Employee Health Plan

- You have 30 days to submit your enrollment forms for your Health Plan, Dental Plan, Vision Plan, and Flexible Spending Account. Your coverage will start the first of the month following your first 30 days of employment.

Thank You

This will conclude your New Employee Orientation.

Please remember that HR is here to assist you at any time, so feel free to call us at the numbers below.

If needed HR is available to conduct a one-on-one session with you to go over the completion of your benefits forms.