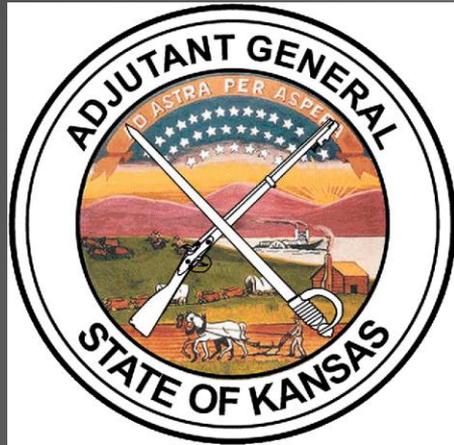


# Kansas Adjutant General's Department



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

The Kansas Air National Guard is organized into two groups:

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



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# 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 19<sup>th</sup> 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 34<sup>th</sup> 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.

# 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](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.

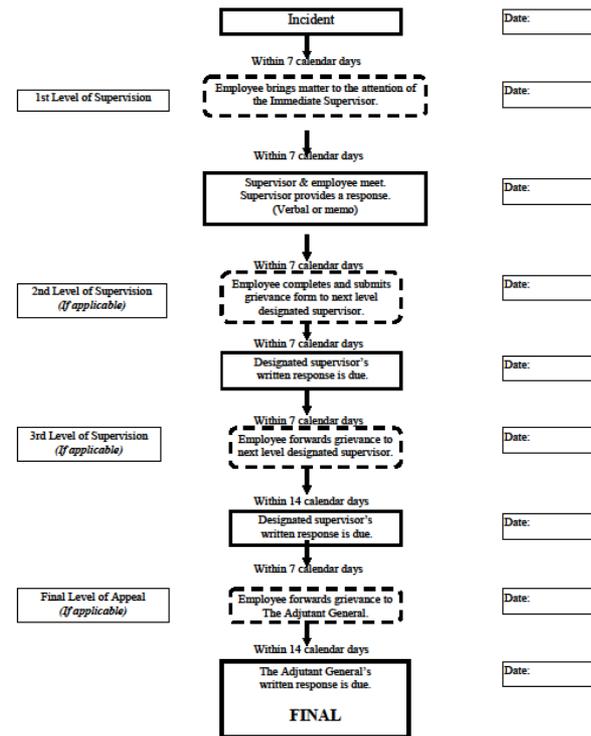
This form is to be kept by the employee as a reference.

# 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.

# 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.

<b>The Adjutant General's Department State Employee's Leave Request Form</b>		<b>Name:</b> <input style="width: 90%;" type="text"/>									
<b>Common Leave Codes – Non Exempt</b>		<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									
CMT Comp Time Taken	ADM Administrative	WCT Worker's Comp-Comp Time Taken									
HCT Holiday Comp Taken	LWTP Leave Without Pay	WHC Worker's Comp-Holiday Comp Taken									
* Note: Maximum of 6 days is <u>not</u> 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.											
<b>Must Obtain Approval Before Taking Leave</b>											
<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 &amp; 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 <i>except</i> 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.											
<b>Comments:</b> <input style="width: 98%; height: 40px;" type="text"/>											

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.

# 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.

# Flex Time

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

The attached [Flex Time Form](#) may be submitted to your Supervisor for approval.

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.

# 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 .

# 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.

# Thank You

This will conclude Session I of 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.

You will soon have Session II of New Employee Orientation, which is a one-on-one session with an HR representative to go over the completion of your benefits forms.