



# State of Kansas New Employee Orientation

**Benefits  
of the NEO**

**State of  
Kansas  
Overview**

**Benefits of  
State of Kansas  
Employment**

**Your Job,  
Customer  
Service, State  
and Agency's  
Expectations**

**Preventing  
Unintentional  
Violations and  
Consequences**

**Tools,  
Resources,  
and Support**

State of Kansas

# New Employee Orientation

Employee Workbook & Resource Guide



Presented by the Department of  
Administration and Partnering Agencies

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

Department/Agency: \_\_\_\_\_

Division/Bureau/Unit: \_\_\_\_\_

Location: \_\_\_\_\_

Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_



## ***Starting at the Beginning – Why All Entities in State of Kansas Employment Provide NEO***

### **The Purpose of NEO**

To equip you, as newly hired staff, with knowledge and resources needed to quickly become productive and successful in serving customers, your agency and state government.

### **The Intended Outcome of NEO**

To increase your awareness of State of Kansas employment policies, procedures, rights, responsibilities and benefits to help you positively connect, engage and support the achievement of your agency's mission, vision and goals - aligned with State of Kansas' direction and roadmap.

### **Learning Objectives To Achieve The Intended Outcome - You, as NEO Participants Will, Through Successful NEO Participation & Completion be Able to:**

- Describe the purpose and benefits of successfully completing State of Kansas NEO.
- Explain the basics of State of Kansas government.
- Identify the benefits of State of Kansas employment.
- Describe expectations associated with job performance, State employment, agency and customer service.
- Describe how to safe guard against unintentional violations of policy and of best practices and the consequences associated with them.
- Identify the tools and resources available to employees to assist you in your new role as a State of Kansas employee.

### **Six Modules**

The orientation has the following six modules (self-contained units), each with important detail and supporting topics

1. Benefits of the New Employee Orientation (NEO)
2. State of Kansas Government Basics
3. State of Kansas Employment Benefits
4. Your Job, Customer Service, State and Agency Expectations
5. Preventing Unintentional Violations and Consequences of Policy and Best Practice
6. Tools, Resources and Support

## ***Welcome New State of Kansas Employee!***

As you access this New Employee Orientation (NEO) Workbook, you may have already met with your supervisor, other members of your leadership team, your teammates and your Office of Personnel Services (OPS) staff for sign-on and possibly initial on-boarding. All of those mentioned are your channels of help and support or network in succeeding in your new position – as is this workbook.

<b>My Agency Network of People &amp; Their Contact Information:</b>			
Supervisor(s):	Personnel Contact:	Colleagues/Teammates:	Leadership Team Members:

**The workbook** is to be used in conjunction with the on-line computer-based training (CBT). With this in mind, the workbook has fillable sections to note key learning points and information crucial to all employees, and especially to you as a new employee. As you fill-in those sections in the workbook you create a current resource book for yourself, while learning (possibly more quickly) the information through review of the material covered in the on-line training.

**Online NEO CBT can be located at \_\_\_\_\_.**

# Module 1

## Benefits of New Employee Orientation (NEO)

### Purpose and Benefits of Successfully Completing NEO

- Provides immediate one-on-one contact with a person for your possible future contact
- Addresses your concerns or fears of working in state government
- Provides you with some clarity of the culture of state government and the importance of your role in your agency – with its expectations and supporting the people of Kansas
- Encourages you to build your relationship with your supervisor to gain further information needed to be a productive and successful employee
- Provides important information about State benefits
- Identifies some of the expectations of you as a State employee
- Provides links to crucial information to help quickly become productive
- Allows employees, through knowing more about the State of Kansas as an Employer, to meaningfully connect to the agency’s work
- Fosters engagement among staff with whom the employee works – starts important relationship building/networking
- Promotes safety
- Helps protect from unintentional risk and harm
- \_\_\_\_\_

Notes

## Purpose and Benefits for the State of Kansas, as Employer

- Promotes quicker, more meaningful understanding and resulting engagement with the state/agency people and its work
- Fosters quicker and better productivity
- Helps prevent negative consequences from unintentional violation against policy, best practice, etc.
- \_\_\_\_\_

## Risks for the State and the Employee if NEO is Not Successfully Completed

- There could be a lack of clear understanding and knowledge regarding \_\_\_\_\_ of a state employee ON and \_\_\_\_\_ the job.
- There could be difficulty and confusion in reading and understanding the insurance plans, KPERS, Health Benefits, etc. without \_\_\_\_\_.
- There could be \_\_\_\_\_ information to do the job for which the employee was hired.
- There could be frustration of new employees in not knowing what is \_\_\_\_\_ the best practice.
- Not knowing or acting appropriately per policy, best practice, etc. could lead to \_\_\_\_\_ errors for both the agency and employee.
- \_\_\_\_\_

Notes



Ask  
Questions

**Go to Page 33** to Note Questions, Get Answers from Your Experts And Build Resources About Module 1 Content



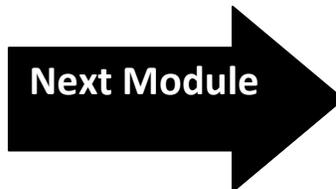
Answer  
This!

### **MODULE 1 REVIEW QUESTIONS**

How does NEO benefit you as a new employee?

**Check one**

- A.** Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.
- B.** Assists a state employee in quickly beginning productive state work.
- C.** Protects the employee and the State from unintended violations
- D.** All of the above.



## Module 2

### State of Kansas Overview - Government Basics

1. **The 3 branches of Kansas Government** are: Executive, Legislative & \_\_\_\_\_  
My agency is within the \_\_\_\_\_ branch of state government.

2. **Goals for the State of Kansas**

A. For Kansas' Vision & Guiding Principles go to:

<https://www.governor.ks.gov/road-map>

The "Road Map for Kansas" sets forth the Governor's goals for the State of Kansas.

#### Road Map for Kansas

"... In the spirit of accountability and responsibility, we have committed to the following Kansas Report Card:

1. Increase in net personal income.
2. Increase in private sector employment.
3. Increase in the percentage of 4th graders reading at grade level.
4. Increase in the percentage of high school graduates who are college or career ready.
5. Decrease in the percentage of Kansas' children who live in poverty."

Notes

**3. State of Kansas Organizational Chart**

A. What are the benefits of knowing the organizational structure?

- \_\_\_\_\_
- \_\_\_\_\_

B. Ask your supervisor where your agency’s organizational chart can be viewed.

The Governor’s Budget Report, Organizational Chart is located at this link:

[http://www.budget.ks.gov/publications/FY2014/FY2014\\_GBR\\_Vol1.pdf](http://www.budget.ks.gov/publications/FY2014/FY2014_GBR_Vol1.pdf)

4. Go to \_\_\_\_\_ to locate **your agency’s website**.

A. Look for your agency’s mission, vision, and goals statements when you browse your agency’s web page.

B. Discuss with your supervisor what major services are available through your agency.

5. **Agencies have limited funds.** An agency is given a budget to coordinate appropriated money with other available resources. An agency’s budget specifies how resources will be allocated or spent during a particular period. This budget also includes an estimate of the means to finance resources. Agencies budget on a fiscal year basis. Once the budget is adopted, the agency can compare actual expenditures against the budget to monitor spending.

State agencies receive authorization from the Legislature to spend money to operate programs. The Governor proposes a budget at the start of the legislative session and the Legislature uses that proposal to make appropriations to agencies. A broad-stroked view of the **State Budgeting Process and Cycle**

A. When does the budget cycle begin and end? (June/July)

B. Some ways in which the budget cycle could or may impact my agency and the area in which I work may be:

- \_\_\_\_\_
- \_\_\_\_\_



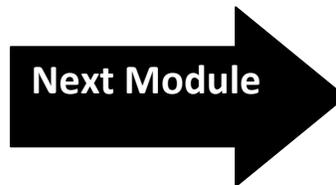
**Go to Page 33** to Note Questions, Get Answers from Your Experts And Build Resources About Module 2 Content



**MODULE 2 REVIEW QUESTION**  
State of Kansas Government Basics  
— *True or False*

**True (T) or False (F)**

- \_\_\_ 1. State agencies receive authorization from the Judicial Branch to spend money to operate their programs.
- \_\_\_ 2. The Governor proposes at the start of the legislative session and the Legislature uses that proposal to make appropriations to agencies.
- \_\_\_ 3. The Executive Branch creates the laws that govern the citizens of Kansas.
- \_\_\_ 4. The Executive Branch manages the day-to-day administration duties running the government.



# Module 3

## State of Kansas Employment Benefits

For questions, further clarification, etc. about benefits, my Personnel Contact is:

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1. **State Employee Service Center**—*Your ‘Go-To-Site’ for employee benefits and much more.*

A. To access your **Employee Self Service Center**, you will need:

- 1) LINK: <http://www.kansas.gov/employee/>
- 2) Your State of Kansas Employee Identification Number, and
- 3) Your password

B. **Employees are exempt or non-exempt?** Which are you?

- Exempt/Salary
- Non-Exempt/Hourly

What’s the difference between being paid on a salary basis or an hourly basis?

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What’s the difference between the two on how leave is taken?

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Notes

**2. Leave benefits include Vacation, Sick, Holiday, Compensatory Time, Military, Shared Leave and others, such as Funeral.**

A. To view **designated holidays link** to State Employee Service Center:

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

B. The letters in the **FMLA** acronym stand for:

\_\_\_\_\_

Link for FMLA: [http://www.admin.ks.gov/offices/personnel-services/policies-and-programs/family-medical-leave-act-\(fmla\)](http://www.admin.ks.gov/offices/personnel-services/policies-and-programs/family-medical-leave-act-(fmla))

C. I'm **eligible for FMLA after** \_\_\_\_\_ (number of hours on the job) and 12 months on State payroll.

**3. Kansas Public Employees Retirement System (KPERs)**

A. As an employee, my contribution of \_\_\_\_% of my pay begins on my first day of employment.

B. To learn more about my retirement, I can go to this website:

KPERs link: <http://www.kpers.org/>

4. **A voluntary savings plan to complement your KPERs pension and Social Security is** \_\_\_\_\_ . I can learn more about this savings program at this website:

\_\_\_\_\_ .

5. The State offers a **comprehensive insurance benefit package to State employees that includes:**

A. **SEHP** which stands for \_\_\_\_\_

B. **EAP** which stands for \_\_\_\_\_. Our EAP provider is *Health Quest*. <http://www.kdheks.gov/hcf/healthquest/eap.html>.

Notes

6. Additional Benefits

**ADDITIONAL STATE of KANSAS EMPLOYEE BENEFITS**



To learn more about additional wonderful benefits provided to you by the State of Kansas, please note the links below:

Health Quest: <http://www.kdheks.gov/hcf/healthquest/>

State Thanks and Recognition (STAR): <http://www.da.ks.gov/star/>

Employee Award and Recognition Program: <http://admin.ks.gov/offices/personnel-services/policies-and-programs/award-and-recognition-program>

Learning Quest: <https://www.learningquest.com/>

HealthyKIDS Program: <http://www.kdheks.gov/hcf/sehp/HealthyKIDS.htm>

Employee Self Service: <http://www.kansas.gov/employee/>

Notes



Ask Questions

**Go to Page 33** to Note Questions, Get Answers from Your Experts And Build Resources About Module 3 Content



Answer This!

**MODULE 3 REVIEW QUESTION**  
State of Kansas Employment Benefits  
— *True or False*

**True (T) or False (F)**

- 1. Your KPERS contribution includes retirement, disability coverage, and basic group life insurance.
- 2. Sick leave is the only benefit the State offers.
- 3. Vacation leave is accrued per pay period based on number of years of State service.
- 4. FMLA leave is ALWAYS paid leave with no exceptions.
- 5. Health Quest, STAR and Learning Quest are additional benefits offered by the State.
- 6. You do not become a member of KPERS until 6 months of employment with the State.
- 7. The State only offers benefit packages to Classified employees.
- 8. The STAR discount program is designated to increase employee cost and decrease business profitability in the State of Kansas.
- 9. Tandem is a savings plan to complement your KPERS pension and Social Security.

**Next Module** 

## Module 4

### Your Job, Customer Service, State and Agency Expectations

1. The major resource/support for getting clear on job expectations of me is my supervisor.
2. What are the differences between the **Classified** service and the **Unclassified** service?
  - A. Employees in **Classified** positions have rights/protections under the Civil Service Act.
    - Employees have the right to appeal to the Civil Service Board.
    - Applicants must meet the minimum qualifications within a competitive selection process.
    - Classified positions are assigned to a job class and pay grade.
  - B. Employees in **Unclassified** positions, in most cases, are selected by the appointing authority and approved and appointed by the Governor.
    - These employees are not placed on the pay matrix but are paid at a salary approved by the Governor.
    - Employees in unclassified positions do not have appeal rights to the Civil Service Board and are considered to be "at will" employees.

Notes

3. **The Fair Labor Standards Act (FLSA) is a federally mandated law.** The State of Kansas is required to follow this law. There are 2 related words you will frequently hear. They are **Exempt** and **Non-exempt**. What are the differences between the **Exempt** status and the **Non-exempt** status? How does a position become assigned to exempt or non-exempt status? Link to the Fair Labor Standard Act:

<http://admin.ks.gov/offices/personnel-services/compensation-and-classification/fair-labor-standards-act-flsa>

- There are fewer than 10% exempt employees in the state of Kansas
- The status is determined by the duties performed in each position

A. Employees in **Exempt** positions are paid a salary for all hours worked

- Employees in positions identified as exempt take most paid leave in half day or full day increments

B. Employees in **Non-exempt** positions are paid by the hour

- Non-exempt employee use leave in 15 minute increments
- Employee in non-exempt positions are required to correctly report the number of hours they work each day
- Non-exempt employees may earn overtime pay

**To which type of position are you assigned? What is that position’s FLSA designation?**

Classified	Unclassified	Exempt	Non-exempt

4. Customers—who are your customers?

- \_\_\_\_\_
- \_\_\_\_\_

Notes

5. **Performance Management**—The State of Kansas has a performance management process that is used to help employees understand what is expected of them on a daily basis.

**Performance Management Process (PMP) Link:** <http://admin.ks.gov/offices/personnel-services/agency-information/personnel-management-process>

***Important Items/Information about the performance management process:***

- A. The “Focal Point” of October 1<sup>st</sup> to December 31<sup>st</sup> is when a performance planning discussion occurs for the next year. This is also when the previous year’s performance form is closed out and a rating is assigned.
- B. The cycle begins with Performance Planning.
- C. Coaching and Feedback sessions occur throughout the rating period.
- D. Reviewing and Appraising Performance is next. Part of this is the “Mid-Year” review between April 1<sup>st</sup> and June 30<sup>th</sup>.
- E. Employees are given “Objectives” and “Competencies” during the planning phase to help them understand what is expected and how they should approach their work.
- F. A final rating is given during the Recognizing and Rewarding Performance phase at the end of the rating period.
- G. The “Essential Requirements” are “Dependability” and “Agency Goals.” These are important because an unsatisfactory rating in either of these areas is an automatic unsatisfactory overall rating for the rating period.



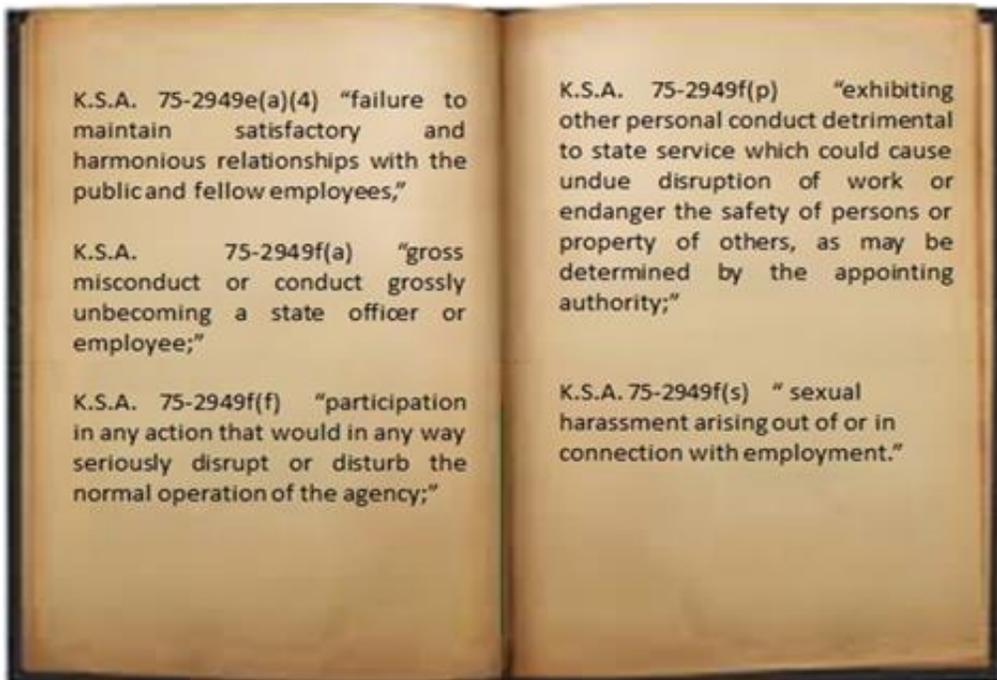
Notes

## 6. Professional Conduct

As a condition of employment all employees are to be appropriate in their behavior and be respectful of their co-workers and the customers served by the State. Inappropriate, insulting, demeaning, or threatening behavior in the workplace will not be tolerated.

Employees shall not engage in or tolerate any form of harassment or behavior that demonstrates hostility towards another individual. Harassing behavior may include slurs, telling or circulating jokes, sharing inappropriate materials or making comments of a sexual nature, or making what could be reasonably determined to be inappropriate comments based on a person's race, color, religion, sex, sexual orientation, gender identity, age, national origin, or disability.

Additionally, the state will not tolerate inappropriate conduct that by itself does not rise to legally definable harassment. The Kansas statutes set forth personal conduct that may be grounds for formal disciplinary action.



Notes

A. **Confidentiality**—Talk to your local Personnel Director or Supervisor to determine if your position is subject to specific confidentiality disclosure.

B. **Employee Behavior including any type of harassment is not tolerated.**

7. Additional expectations of a state employee—

Check out the Link to the State of Kansas Employee Self Service Center:

<http://admin.ks.gov/offices/personnel-services/ssc>

On your first day you should have completed several forms, including:

- Federal Forms
  - I-9 Employment Eligibility Verification
  - W-4 Federal Withholding
- State Forms
  - K-4 State of Kansas Withholding
  - Form DA-184 Electronic Payment Options for Payroll/Travel (aka Direct Deposit)

Notes



Ask Questions

Go to Page 34 to Note Questions, Get Answers from Your Experts And Build Resources About Module 4 Content



Answer This!

**MODULE 4 REVIEW QUESTION**

Your Job, Customer Service, State and Agency Expectations

Who are your customers?

Check all that apply:

<input type="checkbox"/>	Coworkers	<input type="checkbox"/>	Supervisor	<input type="checkbox"/>	Kansas Citizens
<input type="checkbox"/>	Governor	<input type="checkbox"/>	Agency Head	<input type="checkbox"/>	Vendors

True (T) or False (F)

- \_\_\_ 1. October 1<sup>st</sup> to December 31<sup>st</sup> is when my supervisor and I would have the Performance Planning discussion for my annual review.
- \_\_\_ 2. The first step in the performance management process is Performance Planning.
- \_\_\_ 3. The Mid-Year Discussion takes place between April 1st and June 30th.
- \_\_\_ 4. The Essential Requirements are Dependability and Agency Values.
- \_\_\_ 5. There are five levels of performance rating possible.
- \_\_\_ 6. It is okay to insult and demean people in the work place.
- \_\_\_ 7. Exempt employees use leave in half or full day increments.
- \_\_\_ 8. Non-exempt employees use leave in 15 minute increments.

**MATCHING**

- \_\_\_ I-9            A. State of Kansas Withholding
- \_\_\_ W-4            B. Employment Eligibility Verification
- \_\_\_ K-4            C. Federal Withholding
- \_\_\_ DA-184        D. Electronic Payment Options for Payroll/Travel aka Direct Deposit



# Module 5

## Preventing Unintentional Violations and Consequences

### 1. Introduction

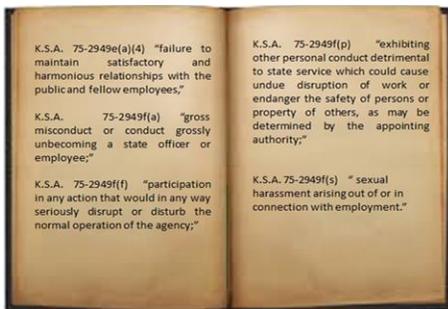
Knowing what is expected of you in your job, with your customers, co-workers and your agency helps prevent violations and unintentional negative consequence for all.

In order to be familiar with your responsibilities as a State employee it is imperative that you are familiar with policies that govern State employees. Below are very important policies to become familiar with in your specific agency. Note the definitions and expectations identified below:

### 2. Code of Conduct:

“As public servants, we strive to serve the public with respect, concern and responsiveness and to demonstrate the highest standards of personal integrity, truthfulness and honesty in all public activities. Because we serve the public, it is particularly important that we conduct ourselves in a manner that assures and promotes the public’s trust in Kansas State government.”

**(Also referred to in Module 4, Professional Conduct, Kansas Statues Annotated K.S.A)**



K.S.A. 75-2949e(a)(4) “failure to maintain satisfactory and harmonious relationships with the public and fellow employees,”

K.S.A. 75-2949f(f) “participation in any action that would in any way seriously disrupt or disturb the normal operation of the agency....,”

K.S.A. 75-2949f(p) “exhibiting other personal conduct detrimental to state service which could cause undue disruption of work or endanger the safety of persons or property of others, as may be determined by the appointing authority.”

**Harassment:** There are consequences for engaging in or tolerating any form of harassment or behavior that demonstrates hostility towards another

**Sexual Harassment:**

All employees shall endeavor to create and promote a work environment that is free of unwelcome sexual advances, sexually harassing language, unwanted sexually suggestive remarks, or any other sexually harassing action. All employees are expected to develop and maintain respectful and professional relationships with employees and customers.

***The Equal Employment Opportunity Commission defines sexual harassment as:***

*Unwelcomed sexual advances, request for sexual favors and other verbal or physical conduct of sexual nature when:*

- 1) *Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.*
- 2) *Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.*
- 3) *Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.*

**Workplace Violence:**

*The safety and security of State of Kansas employees and customers are very important. Threats, threatening behavior, acts of violence, or any related conduct which disrupts another's work performance or the organization's ability to execute its mission will not be tolerated. Violation of the State of Kansas Workplace Violence Policy will lead to disciplinary action that may include dismissal, arrest, and prosecution. To learn more about the State of Kansas workplace violence policy visit: <http://admin.ks.gov/docs/default-source/ops/dofa-personnel/workplaceviolence1.pdf>*

**Grievance Process:**

*In order for an employee to get his or her complaints addressed satisfactorily, employees must follow a formal grievance procedure. A grievance is a statement of dissatisfaction over any condition of work which allegedly has an adverse effect on an employee. A grievance procedure provides a hierarchical structure for presenting and settling disputes.*

Notes

A. After briefly reviewing the policies on the previous page which do you believe apply to your workplace and why?

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Reports of concerns or violations of any personnel issues will remain confidential, as well as, any personnel actions taken due to any of these violations will be kept confidential.

B. What are the consequences of violating policy (intentionally or unintentionally)?

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C. Where do I go for clarity on policy?

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3. **Ethics** — Ethics in the workplace can impact morale, productivity and commitment, work relationships and customer service.

The Governmental Ethics Commission works to foster public trust and confidence in State government decision-making through education, administration and enforcement of the State Governmental Ethics Laws.

Notes

3. Continued

How would violating ethics impact you, your agency's customers, your agency's employees, your agency?

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4. **Diversity and Inclusion** - The State of Kansas is dedicated to the principles of freedom and equality among all citizens. See Executive order 07-24

<http://admin.ks.gov/offices/personnel-services/agency-information/executive-orders>

See Executive Order 07-24 Diversity and AAP

What are the benefits of a diverse and inclusive workforce?

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5. **Americans with Disabilities Act (ADA)** - prohibits against qualified individuals with disabilities on the basis of their disability

Working *with* ADA positively impacts your workplace by: \_\_\_\_\_

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**Contact:** STATE ADA Coordinator, Anthony Fadale at 296-1389 for additional questions regarding ADA.

Notes

**6. Security Awareness**

A. Keeping the workplace safe—What can you do?

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B. Technology and security awareness

1). Why would it be important to become aware of your agency specific policy on technology?

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2). To learn more about organizational, State and federal policies, regulations and laws that are essential to protecting information resources and use technology, go to:  
<http://oits.ks.gov/gov/info-security/policy>

3). Who do I talk to regarding concerns related to technology security?

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C. Social Media and security awareness

I can represent my agency on social media: (check the correct answer)

- Always
- Sometimes
- Never

Notes

**7. Miscellaneous and Important**

Emergency Preparedness

**Helpful Tips:**

1. *Incident Weather:* What do I check to see if I report to work when the weather is deemed unsafe to travel by the Governor or Appointing Authorities?

[www.kansas.gov/employee](http://www.kansas.gov/employee)

2. Contact your local Office of \_\_\_\_\_ Services for proper procedures regarding what to do, who to contact and where to go in case of an emergency at work.

**3. Questions for supervisor:**

(1) Where do I park? Do I need a permit?

(2) Where is a designated smoking area?

(3) ID Badge - Where do I get one? Do I have to wear it at all times?

(4) Dress Code? Can I wear this?????

(5) Essential Employee – Am I an essential employee?

(6) Labor Relations – Note Link to DofA Labor Relations:

<http://admin.ks.gov/offices/personnel-services/agency-information/labor-relations>

**Commitment Pledge**

In order to support my success ‘as a State employee’, I commit to follow-up with my supervisor regarding Module 5 topics by

\_\_\_\_\_ (date).

I also commit to take (examples: on-line cyber awareness class – initial and reoccurring, and possibly sign-up for Sexual Harassment Prevention course)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Sign \_\_\_\_\_

Date \_\_\_\_\_



Ask Questions

Go to Page 34 to Note Questions, Get Answers from Your Experts And Build Resources About Module 5 Content



Answer This!

**MODULE 5 REVIEW QUESTION**  
Preventing Unintentional Violations and Consequences

True (T) or False (F)

- \_\_\_ 1. It is ok to verbally abuse someone that you don't like at work.
- \_\_\_ 2. Only Supervisors are expected to develop and maintain professional relationships with employees and customers. Employees only have to be respectful to customers.
- \_\_\_ 3. In order for an employee to get his or her complaints addressed they should tell everyone in the office first and see if they will take their side.
- \_\_\_ 4. It is important that you know all policies that pertain to your work and your work expectations.

Check the correct answer for the missing word

- 1. Technology allows us to do our work more efficiently and effectively. However, the use of State technology comes with \_\_\_\_\_
  - Curiosity
  - Responsibility
  - Free Services
- 2. Employees should ensure that their social media activities do not interfere or conflict with their \_\_\_\_\_ or commitments to the State of Kansas.
  - Social Life
  - Education
  - Job

(Continued)

3. There are \_\_\_\_\_ to engaging in or tolerating any form of harassment or behavior that demonstrates hostility towards another individual.
- Consequences
  - Points Given
  - Benefits
4. In order to maintain a safe and secure workplace, we all need to become \_\_\_\_\_.
- Experts in Karate
  - Involved
  - Nicer to everyone
5. Ethics in the workplace can \_\_\_\_\_ morale, productivity and commitment, work relationships and customer service.
- Reduce
  - Create
  - Impact



# Module 6

## Tools, Resources and Support

In order to stay connected, prepared and skilled in your new position, it's important to know what resources are available to you.

- **Training Resources** may be available at your individual agency. If your agency does not have a dedicated training unit there are opportunities at the following URL: <http://www.admin.ks.gov/offices/personnel-services/training> .
- One of the resources located at the URL listed above is the Statewide Training Action Team (STAT). STAT is a statewide group that shares resources and finds innovative solutions to State of Kansas Government training and professional development needs.
- Kansas Administrative Regulations (K.A.R.) are enacted by agencies to implement or interpret legislation. All regulations are filed in the secretary of state's office and published in the Kansas Administrative Regulations. KAR's for all state agencies can be viewed at the following URL: [http://www.kssos.org/pubs/pubs\\_kar.aspx](http://www.kssos.org/pubs/pubs_kar.aspx) .
- The Office of Information Technology Services (OITS) can be found at the following URL: <http://oits.ks.gov/home/> .
- The Office of Financial Management's web site is at: <http://www.admin.ks.gov/offices/ofm> ; and is responsible for:
  - Budget Team
  - Fiscal Services Team
  - Setoff Program
  - State Agency Service Center
  - State Equipment Lease Purchase Program
  - State Revolving Fund
  - Statewide Cost Allocation Plan
- When you applied for your current position you probably accessed the State Employment Center. Sometimes it is referred to as "jobs.ks.gov." When you are ready to advance in your career at the State this is a good place to start. Here is the URL: <https://admin.ks.gov/services/state-employment-center>

- The State of Kansas Employee Self Service Center has a wealth of information about your compensation and benefits. If you have not already seen this site it will be important for you to ask your supervisor to assist you in accessing it. This is where your paycheck information can be viewed. This is also where your time sheet is located. Here is the web site for this site: <http://www.admin.ks.gov/offices/personnel-services/ssc>
- To find a state employee's phone number, locate an agency's address, or view other information about the state's communication programs go to: <http://www.da.ks.gov/phonebook/> .
- The Department of Administration is a service agency. Our customers are Kansas taxpayers and our fellow state employees and agencies. To access our many resources go to: <http://admin.ks.gov/home> .
- The State Library of Kansas is a resource to Kansans, Librarians, and State Employees. Check out all of their programs by going to: <http://kslib.info/> .
- The Office of Human Resources—Welcome to SHARP web site is at: <http://da.ks.gov/sharp/> . SHaRP is the Statewide Human Resource and Payroll System.

Notes



Ask  
Questions

**Go to Page 34** to Note Questions, Get Answers from Your Experts And Build Resources About Module 6 Content



Answer  
This!

**MODULE 6 REVIEW QUESTION**  
Tools, Resources and Support

How many agencies have Kansas Administrative Regulations (K.A.R.)?

- One
- Five
- Fifteen
- All

Where can employees find State of Kansas career advancement opportunities?

- "jobs.ks.gov"
- The moon
- The mall
- In the candy dish

Where can you find your time sheet and paycheck information or help?

- Online at the State of Kansas Employee Self Service Center
- Ask your supervisor
- Ask your Human Resources Contact
- All of the Above

Why is <http://kslib.info/> an important resource for state employees?

- This link takes you to the State Library of Kansas web site where any Kansan or State Employee can find help for research projects, general reading, online training, and many other programs.



Answer  
This!

## COMPREHENSIVE REVIEW

1. How does the NEO training benefit a new employee? (check one)  
 A. Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.  
 B. Assist a State Employee in quickly beginning productive State work.  
 C. Protects the employee and the State from unintended violations.  
 D. All of the above.
  
2. The Executive Branch creates the laws that govern the citizens of Kansas  
 True  
 False
  
3. State agencies have limited funds.  
 True  
 False
  
4. Vacation leave is accrued per pay period based on number of years of service.  
 True  
 False
  
5. You become a KPERS member: (check one)  
 A. After your six months probationary period is over.  
 B. Before your annual review.  
 C. You do not have to become a member of KPERS.  
 D. Your first day of employment.
  
6. FMLA leave is Always paid leave with no exceptions.  
 True  
 False
  
7. Which position has their rights covered under the Civil Service Act? (check one)  
 A. Unclassified  
 B. Classified

(Continued)

8. This group of employees are paid hourly, use leave in 15 minute increments, are required to correctly report on time records hours worked each day.
- A. Non-exempt employees
  - B. Exempt employees
9. When you see things from a customer's point of view that means you agree with them.
- True
  - False
10. Professional Conduct is: (Mark all that apply)
- A. Is a condition of employment
  - B. Is not engaging in or tolerating any form of harassment or behavior that demonstrates hostility towards another individual.
  - C. Is sharing confidential information any time to anyone no matter what your position.
  - D. Is not making comments of a sexual nature.
11. In order for an employee to get their complaints addressed they should tell everyone in the office first and see if they will take their side.
- True
  - False
12. Workplace Violence can be identified as the following: (check all that apply)
- A. Threats
  - B. Threatening behaviors
  - C. Acts of violence
  - D. Disrupting another's work performance
13. The Kansas statutes set forth personal conduct that may be grounds for formal disciplinary action. Specifically:  
Failure to maintain satisfactory and harmonious relationships with the public and fellow employees.  
Participation in any action that would in any way seriously disrupt or disturb the normal operation of the agency.  
Exhibiting other personal conduct detrimental to state service which could cause undue disruption of work or endanger the safety of persons or property of others, as may be determined by the appointing authority.
- True
  - False

(Continued)

14. Security Awareness in the workplace is
- A. The responsibility of the security patrol and police.
  - B. A job for management
  - C. Yours.
  - D. All of the above.
15. There are no resources available to a new employee.
- True
  - False

***Wishing you every success in your work with the State of Kansas! Thank you!***

## New Employee Orientation (NEO) Learning Continued

Topic	Question(s) & Notes	Related Links & Other Resources	Contacts
Module 1 – NEO Benefits			
Module 2 – State of Kansas Government			
Module 3 – State of Kansas Employment Benefit			

**New Employee Orientation (NEO) Learning Continued**

<b>Topic</b>	<b>Question(s) &amp; Notes</b>	<b>Related Links &amp; Other Resources</b>	<b>Contacts</b>
<b>Module 4 – Expectations</b>			
<b>Module 5 – Unintentional Violation Prevention</b>			
<b>Module 6 – Resources Support</b>			



## Module 1 – Benefits of the NEO

### Page 4

- There could be a lack of clear understanding and knowledge regarding expectations of a state employee ON and OFF the job.
- There could be difficulty and confusion in reading and understanding the insurance plans, KPERS, Health Benefits, etc. without expert guidance.
- There could be insufficient information to do the job for which the employee was hired.
- There could be frustration of new employees in not knowing what is officially best practice.
- Not knowing or acting appropriately per policy, best practice, etc. could lead to costly errors for both the agency and employee.



## MODULE 1 REVIEW QUESTIONS

How does NEO benefit you as a new employee?

Check one

- A.** Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.
- B.** Assists a state employee in quickly beginning productive state work.
- C.** Protects the employee and the State from unintended violations
- CORRECT--D.** All of the above.

## Module 2 – State of Kansas Government Basics

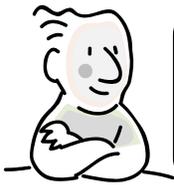
### Page 6

1. **The 3 branches of Kansas Government** are: Executive, Legislative and Judicial. My agency is within the will vary depending upon individual participant's position branch of state government.

## Module 2 – State of Kansas Government Basics

Page 7

3. A. What are the benefits of knowing the organizational structure?
- Knowing where and how your agency fits within the enterprise can help in being able to effectively explain your agency's unique function in serving the citizens of Kansas
  - Helps inform of the channels of authority and help
  - Helps inform regarding shared customers
  - Helps inform opportunities for career mobility possibilities
4. Go to <http://www.kansas.gov/agencies/> to locate your agencies website.
5. B. Some ways in which the budget cycle impacts my agency and the area in which I work may be:
- There may be required detailed periodic reporting of expenses
  - There may be times when costs savings plans are requested
  - There may be times when ideas are solicited for facilities, equipment, etc. improvements with accompanying research for best purchase given agency needs...



Answer  
This!

### MODULE 2 REVIEW QUESTION

State of Kansas Government Basics

— True or False

True (T) or False (F)

- FALSE** 1. State agencies receive authorization from the Judicial Branch to spend money to operate their programs.
- TRUE** 2. The Governor proposes a budget at the start of the legislative session and the Legislature uses that proposal to make appropriations to agencies.
- FALSE** 3. The Executive Branch creates the laws that govern the citizens of Kansas.
- TRUE** 4. The Executive Branch manages the day-to-day administration duties running the government.

## Module 3 – State of Kansas Employment Benefits

### Page 9

*Answers to questions from opening to 1.B. will vary per participant position*

1. B. What's the difference between being paid on a salary basis or an hourly basis?

*Pay on a salary basis is established pay for all hours work – without opportunity to earn overtime pay.*

*Pay on an hourly basis is established pay by the hour.*

What's the difference between the two on how leave is taken?

*Exempt employees are paid a salary for all hours worked. Employees in positions identified as exempt take most paid leave in half or full day increments*

*Non-exempt positions are paid by the hour. Nonexempt employees use leave in 15 minute increments. Nonexempt employees are required to correctly report the number of hours they work each day. Nonexempt employees may earn overtime pay.*

### Page 10

2. B. The letters in the FMLA acronym stand for *Family Medical Leave Act.*
- C. I'm eligible for FMLA after *1250 hours within 12 months* (number of hours on the job) and 12 months on State payroll.
3. Kansas Public Employees Retirement System (KPERs)
- A. As an employee, my contribution of *6%* of my pay begins on my first day of employment.
4. A voluntary savings plan to complement your KPERs pension and Social Security is *Tandem* . I can learn more about this savings program at this website:  
<https://tandem.prepare4myfuture.com/emadmin/landingpage.action>
5. The State offers a comprehensive insurance benefit package to State employees that includes:
- C. **SEHP** which stands for *State Employee Health Plan.*
- D. **EAP** which stands for *Employee Assistance Program.* Our EAP provider is *Health Quest*.  
<http://www.kdheks.gov/hcf/healthquest/eap.html>.



## MODULE 3 REVIEW QUESTION

### State of Kansas Employment Benefits

— True or False

#### True (T) or False (F)

- TRUE** 1. Your KPERS contribution includes retirement, disability coverage, and basic group life insurance.
- FALSE** 2. Sick leave is the only benefit the State offers.
- TRUE** 3. Vacation leave is accrued per pay period based on number of years of State service.
- FALSE** 4. FMLA leave is ALWAYS paid leave with no exceptions.
- TRUE** 5. Health Quest, STARS and Learning Quest are additional benefits offered by the State.
- FALSE** 6. You do not become a member of KPERS until 6 months of employment with the State.
- FALSE** 7. The State only offers benefit packages to Classified Regular employees
- FALSE** 8. The STARS discount program is designated to increase employee cost and decrease business profitability in the State of Kansas.
- TRUE** 9. Tandem is a savings plan to complement your KPERS pension and Social Security.

## Module 4 – Your Job, Customer Service, State and Agency Expectations

### Page 13

**2. A.** Employees in **Classified** positions have rights/protections under the Civil Service Act.

- ✓ *Employees have the right to appeal to the Civil Service Board.*
- ✓ *Applicants must meet the minimum qualifications within a competitive selection process.*
- ✓ *Classified positions are assigned to a job class and pay grade.*

## Module 4 – Your Job, Customer Service, State and Agency Expectations

### Page 13 Continued

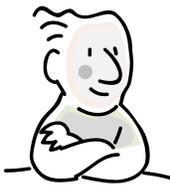
**2. B.** Employees in **Unclassified** positions, in most cases, are selected by the appointing authority and approved and appointed by the Governor.

- ✓ *These employees are not placed on the pay matrix but are paid at a salary approved by the Governor.*
- ✓ *Employees in unclassified positions do not have appeal rights to the Civil Service Board and are considered to be "at will" employees.*

### Page 14

4. Customers—who are your customers?

- Internal = my supervisor, my teammates, my leadership team
- External = will vary depending upon the function of the agency, could be people in need of licensing, receiving benefits, etc.



Answer  
This!

### MODULE 4 REVIEW QUESTION

Your Job, Customer Service, State and Agency Expectations

Who are your customers?

Check all that apply:

<input checked="" type="checkbox"/>	Coworkers	<input checked="" type="checkbox"/>	Supervisor	<input checked="" type="checkbox"/>	Kansas Citizens
<input checked="" type="checkbox"/>	Governor	<input checked="" type="checkbox"/>	Agency Head	<input checked="" type="checkbox"/>	Vendors

True (T) or False (F)

- TRUE** 1. October 1<sup>st</sup> to December 31<sup>st</sup> is when we would have the performance planning discussion
- TRUE** 2. The first step in the performance management process is Performance Planning
- TRUE** 3. The Mid-Year Discussion takes place between April 1st and June 30th.
- TRUE** 4. The Essential Requirements are Dependability and Agency Values
- TRUE** 5. There are five levels of performance rating possible.
- FALSE** 6. It is okay to insult and demean people in the work place.
- TRUE** 7. Exempt employees use leave in half or full day increments.
- TRUE** 8. Non-exempt employees use leave in 15 minute increments.

## MATCHING

- |                 |   |
|-----------------|---|
| <u>B</u> I-9    | A. State of Kansas Withholding                                      |
| <u>C</u> W-4    | B. Employment Eligibility Verification                              |
| <u>A</u> K-4    | C. Federal Withholding  |
| <u>D</u> DA-184 | D. Electronic Payment Options for Payroll/Travel aka Direct Deposit |

## Module 5 – Preventing Unintended Violations and Consequences

### Page 21

- A. After briefly reviewing the policies on the previous page which do you believe apply to your workplace and why?

***While all apply in general to all - specific examples will vary depending on individual employee positions, agency function, etc.***

- B. What are the consequences of violating policy (intentionally or unintentionally)?

***May result in harm to customers' service, agency and employee reputation. Could result in employee's and customers' safety being compromised. Could result in corrective action plan being needed and in extreme cases could result in dismissal.***

- C. Where do I go for clarity on policy?

***My supervisor***

### Page 22

2. How would violating ethics impact you, your agency's customers, your agency's employees, your agency?

***Trust in regards to all could be damaged and with greater severity of the ethics violation, violations could result in sanctions on all referenced.***

3. What are the benefits of a diverse and inclusive workforce?

***Each and all more likely to thrive and succeed in their own and their team's work, productivity, innovation, creativity, effective problem solving all can increase.***

4. Working with ADA positively impacts your workplace by: ***Tapping into the abilities of all to achieve all that is noted in the answer to the above question – also through compliance with the law, savings can be realized with no time needed in investigations, litigation, etc.***

## Module 5 – Preventing Unintended Violations and Consequences

Page 23

6. A. Keeping the workplace safe—What can you do?

**Be aware, be prepared, report suspicious activities, have a plan**

B. Technology and security awareness

1). Why would it be important to become aware of your agency specific policy on technology?

**To reduce risk of disruption, malfunction, etc. of crucially needed technology to do agency work**

3). Who do I talk to regarding concerns related to technology security?

**Agency Office of Personnel Services**

C. Social Media and security awareness

I can represent my agency on social media: (check the correct answer)

- Always
- Sometimes
- Never**

Page 24

### 7. Helpful Tips 2.

Contact your local Office of **Personnel** Services for proper procedures regarding what to do, who to contact and where to go in case of an emergency at work.



Answer  
This!

### MODULE 5 REVIEW QUESTION

Preventing Unintentional Violations and  
Consequences

**True (T) or False (F)**

**FALSE** 1. It is ok to verbally abuse someone that you don't like at work.

**FALSE** 2. Only Supervisors are expected to develop and maintain professional

relationships with employees and customers. Employees only have to be respectful to customers.

**FALSE** 3. In order for an employee to get his or her complaints addressed they should tell everyone in the office first and see if they will take their side.

**TRUE** 4. It is important that you know all policies that pertain to your work and your work expectations.

**Check the correct answer for the missing word**

1. Technology allows us to do our work more efficiently and effectively. However, the use of State technology comes with \_\_\_\_\_.
  - Curiosity
  - CORRECT**--Responsibility
  - Free Services
  
2. Employees should ensure that their social media activities do not interfere or conflict with their \_\_\_\_\_ or commitments to the State of Kansas.
  - Social Life
  - Education
  - CORRECT**—Job
  
3. There are \_\_\_\_\_ to engaging in or tolerating any form of harassment or behavior that demonstrates hostility towards another individual.
  - CORRECT**--Consequences
  - Points Given
  - Benefits
  
4. In order to maintain a safe and secure workplace, we all need to become \_\_\_\_\_.
  - Experts in Karate
  - CORRECT**--Involved
  - Nicer to everyone
  
5. Ethics in the workplace can \_\_\_\_\_ morale, productivity and commitment, work relationships and customer service.
  - Reduce
  - Create
  - CORRECT**—Impact



## MODULE 6 REVIEW QUESTIONS

Tools, Resources and Support

### Check the correct answer

How many agencies have Kansas Administrative Regulations (K.A.R.)?

- One
- Five
- Fifteen
- CORRECT**--All

Where can employees find State of Kansas career advancement opportunities?

- CORRECT**--"jobs.ks.gov"
- The moon
- The mall
- In the candy dish

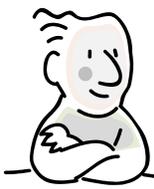
Where can you find your time sheet and paycheck information or help?

- Online at the State of Kansas Employee Self Service Center
- Ask your supervisor
- Ask your Human Resources Contact
- CORRECT**--All of the Above

### Check all that apply

The State Library of Kansas web site:

- Provides services to Kansans
- Can be found at <http://kslib.ionfo/>
- Provides services to state employees
- Offers online training
- All the above



Answer  
This!

## COMPREHENSIVE REVIEW

1. How does the NEO training benefit a new employee? (check one)  
 **CORRECT**--A. Provides necessary vital information to newly hired employees regarding benefits, policies, procedures and expectations.  
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14. Security Awareness in the workplace is

- A. The responsibility of the security patrol and police.
- B. A job for management
- C. Yours.
- D. All of the above.

15. There are no resources available to a new employee.

- True
- False