

State of Kansas New Employee Orientation Outline

Step One:

Step One Orientation is usually delivered on the new employee's first day of employment. The purpose is to present them with vital information regarding Human Resource benefits, policies and procedures. The information shared on this first day is considered introductory and may or may not be revisited in further training sessions. This allows the new employee to quickly begin productive work in their unit while protecting an agency from unintentional violations.

Topics considered vital for the first day orientation and outcomes include:

- **Insurance Plan Benefits- Health, Dental, Vision, Worker's Compensation, State Employee Health Plan (SEHP), Flexible Spending Accounts, Voluntary Group Long Term Care:**
 - **New Employee Objective:**
 - Is provided reference material and can make an informed decision regarding choosing a health insurance plan
- **Leave- Sick, Vacation, Holiday, Funeral, Jury Duty, Donor, Military, Disaster and Shared:**
 - **New Employee Objective:**
 - Can identify all the types of leave available to state employees and how they are used
- **Retirement- Kansas Public Employees Retirement System (KPERs), Group Term Life, Optional Group Term Life, Long Term Disability, Deferred Compensation through ING:**
 - **New Employee Objective:**
 - Can identify retirement options available
 - Can identify which Tier they belong to
 - Recognize that KPERs will be taken out of first check/first day coverage
- **Other- HealthQuest/Employee Assistance Program (EAP), State Thanks and Recognition (STAR), Service Awards, Learning Quest, Healthy Kids, Employee Self-Service:**
 - **New Employee Objectives:**
 - Is made aware of other benefits offered to state employees
 - Can identify ways to receive HealthQuest points
 - Is made aware how to view paycheck on Self-Service

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- **Emergency Preparedness/Severe Weather Notification:**
 - **New Employee Objectives:**
 - Can identify where to go during an emergency
 - Can access information regarding late starts and closings
- **Forms: W4, K4, I9, Direct Deposit:**
 - **New Employee Objective:**
 - Is able to complete applicable forms
- **Policies- Sexual Harassment, Workplace Violence, Drug Free/Tobacco Free Environment, Confidentiality, Acceptable Use of state issued technology, Social Media, Dress Code, Bring Your Own Device (BYOD), Fair Labor Standards Act (FLSA), Americans with Disabilities Act Amendments Act (ADAAA), Family Medical Leave Act (FMLA), Grievance Process, Code of Conduct:**
 - **New Employee Objective:**
 - Is made aware of legal issues that govern state employees
 - Demonstrate accurate completion of timesheet
 - Can identify overtime approval process
 - Define Exempt/Non-Exempt status
 - Demonstrate accurate completion of time and labor timesheet
 - Recognize the timesheet as a legal document
 - Identify consequences for working over 40 hours without compensation
- **Position Categorization:**
 - **New Employee Objectives:**
 - Understand if they are a Temporary/Permanent state employee and their rights
 - Understand if they are a Classified/Unclassified state employee and their rights
- **Network Access**
 - **New Employee Objectives:**
 - Signs Information Technology (IT) Security Agreement
 - Is shown how to log-onto agency computer and network
 - Reference Security Awareness
 - Identify appropriate data security-shredding PII, etc.
 - Identify all state issued technology and proper usage- no pornography
 - Identify appropriate system security- viruses/opening infected emails

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- Explain steps for security incident reporting
- Identify appropriate application security- not giving out passwords, etc.
- Identify appropriate usage of social media
- Recognizes that equipment that attaches to the State network must be authorized (BYOD)
- Identify ways to prevent identity theft
- Parking
 - New Employee Objective:
 - Know lots accessible to the employee, fees associated, etc.
- Identification (I.D.) Badges
 - New Employee Objectives:
 - Fill out forms necessary to get an I.D. badge
 - Know where to get one's badge
- Important Resources:
 - New Employee Objective:
 - Recognize resources such as Self-Service and Kansas Administrative Regulations (KARs)

Step Two:

Step Two Orientation is typically delivered within 6 months of hire. The purpose is to welcome them to their new employer- the State of Kansas, by delivering a standardized message regarding the rights, responsibilities, policies and procedures all State of Kansas employees have and should follow. It also expands on the important few topics from Step One for emphasis.

Topics and outcomes include:

- State Overview:
 - State of Kansas Mission/Vision/Values
 - New Employee Objective:
 - Recognize the governor's roadmap
 - Kansas Government 101:
 - New Employee Objectives:
 - Identify the 3 branches of state government
 - Be made aware of number of agencies and sizes
 - Recognize the governor and important state officials

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- **Customer Service:**
 - **New Employee Objectives:**
 - Recognize customer service as a core state competency
 - Identify themselves as a public steward/ambassador
 - Referenced again in Professional Conduct
- **Budgeting 101:**
 - **New Employee Objective:**
 - Describe how agencies are funded and connected
- **Performance Management Process (PMP):**
 - **New Employee Objectives:**
 - Define classified/unclassified and probationary period
 - Identify yearly PMP process and performance ratings
 - Recognize state competencies and PMP form
 - Attendance is addressed in dependability essential requirement
 - Identify and define core competencies
- **Harassment:**
 - **New Employee Objectives:**
 - Recognize it is not tolerated in any form
 - Identify types of and recognize behaviors that can contribute toward general harassment and particularly sexual harassment, workplace bullying and workplace violence
 - Demonstrate how to make a complaint of harassment
 - Identify consequences of violating the policy
- **Security Awareness:**
 - **New Employee Objectives:**
 - Identify appropriate physical security- secure areas, secure property-computers, phones
 - Recognize confidentiality issues- disclosing Personally Identifiable Information (PII),
- **Professional Conduct:**
 - **Code of Conduct:**
 - **New Employee Objectives:**
 - Recognize responsibilities to taxpayers and customers
 - Address personal cell phone usage including texting here

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- **Bring your Own Device Policy (cell phone use)**
 - Identify appropriate dress for state employees
 - Harmonious relationships among agencies as well as coworkers can be stressed here
- **Ethics:**
 - **New Employee Objectives:**
 - Identify appropriate political activities
 - Identify conflicts of interest- part time jobs, meals and gifts
 - Define Nepotism
- **Diversity/Inclusion:**
 - **New Employee Objectives:**
 - Commit to the principles of Equal Employment Opportunity (EEO), nondiscrimination and respect for human dignity
 - Define discrimination and EEO/Affirmative Action (AA)
 - Identify types and groups affected by discrimination
 - Identify protected groups (Race, Color, Religion, National Origin, Age, Sex, Familial Status, Disability, Veteran, Genetic Information, etc.)
- **Customer Service:**
 - **New Employee Objectives:**
 - Define internal vs. external customer
 - Identify their customers and how to best serve them
 - Demonstrate basic face to face and phone skills
- **Media Relations:**
 - **New Employee Objectives:**
 - Identify media situations that may occur and how to handle them
- **Labor Relations:**
 - **New Employee Objectives:**
 - Listen to Kansas Organization of State Employees (KOSE) as required by Memorandum of Agreement (MOA)(for covered employees)
 - Teamsters Union

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Step Three:

Step Three Orientation includes optional topics that are handled uniquely in each agency. This can be done either in conjunction with Step One or as an additional session.

Agency specific topics:

- Badges
- Building Evacuation /Personal Safety:
 - Identify what to do in an active shooter/hostile scenario
 - Identify what to do in a bomb scenario
 - Identify what to do in a white powder incident, acts of terrorism
 - Recognize importance of continued vigilance and awareness of suspicious activities
- Change Management
- Conflict of Interest
- Dress Code
- Employee Disciplinary Procedures
- Health Insurance Portability and Accountability Act/Personal Health Information (HIPAA/PHI)
- Hours- Breaks/lunch/flex/comp time
- How to complete your on-line learning
- How You Fit Into the Agency
- Infant at Work
- Intranet
- Organizational Mission/Vision/Org Chart
- Our Communities/Our Partners
- Parking
- Personal Protective Equipment
- Position Description
- Prevention and Control of Communicable Disease in the Workplace
- Promotion Process
- Request for leave/Leave Use and Absences
- Resources- Employee Self-Service, State Library Services, citizen services- where to get a Driver's License
- Safety/Ergonomics/Accident Damage and Loss Reporting
- Service Awards
- Stress Management
- Telecommunication
- Travel