



Welcome to the Commonwealth of Kentucky

We are glad you are here!

Employee Guide

Welcome to the Commonwealth of Kentucky!

Whether you are embarking on your career or come to us with many years of experience, we welcome you to the State and are glad you are here!

One of our goals is to provide you with an orientation and to introduce you to our culture and our values. Your orientation is one process that begins on your first day of employment and continues as you discover your new position over the next few months.

Another of our goals is to further familiarize your new experience beyond orientation into what we call Onboarding. Onboarding is a welcoming process, in addition, offers you a sense of value, allowing you to fit into our government and your cabinet culture. It helps us to focus on what is most important for you as you enter a new chapter in your career; affirm your right choice in a job; affirm your fit into your cabinet; and foster long-term relationship building with you.

This guide is intended to assist you in making your transition into your new career interactive, personal and useful.

This guide includes:

- ❖ Your role as a new employee
- ❖ New arrival checklist
- ❖ Supervisor checklist
- ❖ New employee orientation checklist
- ❖ Information about performance planning
- ❖ Keys to Success

Your Role as a New Employee

As you embark on your journey with your new agency, there are some things you can do to be more successful. Remember, you are responsible for your own development. Most new employees have both apprehension and excitement on their first day. Here are some suggestions for aiding you as your first day approaches.

Some suggestions when you begin your new job are:

- ❖ Arrive early
- ❖ Observe your new work environment
- ❖ Spend time getting to know your new supervisor and coworkers
- ❖ Listen
- ❖ Ask questions – there may be a good reason for a particular process
- ❖ Take notes
- ❖ Clarify your role and responsibilities with your new supervisor
- ❖ Keep a positive attitude
- ❖ Smile!

Typically, it takes a new employee up to one year to become independently productive on the job. Have patience with yourself as you acclimate and learn your new role and responsibilities.



New Employee Arrival: Employee

1st Day

- Go to your Human Resources office to complete necessary paperwork, such as the W-4, I-9, Personal Data Form, sign Employment Application (if needed), receive Employee Handbook, benefits packet, sign [Employee Confidentiality Internet/Electronic Mail Acceptable Use Agreement](#), and go over any other pertinent information / documentation
- Confirm email, computer, KHRIS and other work-related system access

Within 1st Week

- Confirm to Supervisor badge, email, phones, computer and other items are functional
- Confirm to Supervisor benefits and other forms needed to submit to KHRIS or Human Resources are complete

Training (as applicable)

- Confirm with your manager that mandatory training (i.e., Anti-harassment and other) is scheduled
- Enroll in Ethics training, if applicable
- If new employee is a supervisor that will evaluate merit employees, confirm employee is signed up for Performance Matters training at GSC
- KHRIS training. Go to KHRIS online training at <http://personnel.ky.gov/persadmin/khris/> or instructor-led training at _____
- Job-related training such as eMars, CICS and the like?
- Other workshops and trainings identified by agency / cabinet
- Other workshops and trainings available at GSC: <http://personnel.ky.gov/gsc/empdev/>

Within 2 Weeks

- Schedule weekly or monthly meeting to touch base with supervisor

Sample Orientation Checklist (to be reviewed with immediate supervisor):

EMPLOYEE NAME (PLEASE PRINT):	DEPT/OFFICE/DIVISION:	
<p style="text-align: center;">Part I</p> <p>PERSONNEL INFORMATION</p> <p>Chapter I: Introduction to the Cabinet</p> <input type="checkbox"/> Secretary's Welcome <input type="checkbox"/> Cabinet Goals <input type="checkbox"/> Cabinet Chart <input type="checkbox"/> Executive Branch Cabinet Chart <input type="checkbox"/> Departmental Overview <input type="checkbox"/> Guide to Executive Code of Ethics <p>Chapter II: Worksite Guidelines</p> <input type="checkbox"/> Duties and Responsibilities <input type="checkbox"/> Communications <input type="checkbox"/> Political Activities Guidelines <input type="checkbox"/> Internet & E-mail Use <input type="checkbox"/> Drug-Free Workplace <input type="checkbox"/> Employee Identification Badge <input type="checkbox"/> USERID/Password Policy <input type="checkbox"/> Outside Employment (<i>Sign Form if Applicable</i>) <input type="checkbox"/> Privacy & Security of Protected Health, Confidentiality, and Sensitive Information (<i>Form to be Signed</i>) <input type="checkbox"/> Telecommuting <input type="checkbox"/> Workplace Violence <input type="checkbox"/> HIPAA Awareness <input type="checkbox"/> Employee Safety/HIV/AIDS <input type="checkbox"/> Facility Emergency Procedures <p>Chapter III: Equal Employment Opportunity</p> <input type="checkbox"/> ADA Accommodation Request <input type="checkbox"/> Anti-Harassment/Discrimination Statement (<i>Form to be Signed</i>) <input type="checkbox"/> EEO Complaint <input type="checkbox"/> Kentucky Whistleblower Act <p>Chapter IV: Employee Management</p> <input type="checkbox"/> Disciplinary Action <input type="checkbox"/> Grievance Procedure <input type="checkbox"/> Open Records Request <input type="checkbox"/> Personnel Board Appeals <input type="checkbox"/> Kentucky Employees Mediation Program	<p>Type of Action:</p> <input type="checkbox"/> New Hire/Appt. <input type="checkbox"/> Re-Employ	<input type="checkbox"/> Transfer In <input type="checkbox"/> Interim <input type="checkbox"/> Other
	<p>Chapter V: Hours of Work/Leaves</p> <input type="checkbox"/> Adverse Weather Leave <input type="checkbox"/> Annual Leave <input type="checkbox"/> Annual and Sick Leave Sharing Programs <input type="checkbox"/> Blood Donation Leave <input type="checkbox"/> Compensatory Leave and Overtime <input type="checkbox"/> Court Leave <input type="checkbox"/> Educational Leave <input type="checkbox"/> Fair Labor Standards Act <input type="checkbox"/> Family & Medical Leave <input type="checkbox"/> Military Leave <input type="checkbox"/> Precinct Worker Leave <input type="checkbox"/> Retirement Seminars <input type="checkbox"/> Sick Leave Sharing <input type="checkbox"/> Sick Leave Without Pay <input type="checkbox"/> Voting Leave <input type="checkbox"/> Work & Flextime Schedule <input type="checkbox"/> Summary of Leave Accumulation <input type="checkbox"/> Holiday List <p>Chapter VI: Evaluations and Employee Recognition</p> <input type="checkbox"/> Employee Performance Evaluation System <input type="checkbox"/> Employee Suggestion System Info <p>Chapter VII: Education and Training</p> <input type="checkbox"/> Computer Training <input type="checkbox"/> Employee Educational Assistance <input type="checkbox"/> Governor's Minority Management Training Program <input type="checkbox"/> Kentucky Certified Public Manager <input type="checkbox"/> Office of Governmental Services Center <input type="checkbox"/> Outside Training/Continuing Education <p>Chapter VIII: Employee Benefits</p> <input type="checkbox"/> KY Employee Assistance Program (KEAP) <input type="checkbox"/> Payroll Check Distribution <input type="checkbox"/> Unemployment Insurance <input type="checkbox"/> Worker's Compensation Program <input type="checkbox"/> Personnel Cabinet Wellness Information <p>Chapter IX: Travel</p> <input type="checkbox"/> Travel Regulations Overview	



EMPLOYEE PERFORMANCE EVALUATION SYSTEM “EMPLOYEES REMINDER OF RIGHTS AND RESPONSIBILITIES”

Supervisors have a legal responsibility to conduct all meetings required in the state employee performance evaluation system. Employees also have certain rights and responsibilities related to the evaluation process. Following is a summary of employee rights and responsibilities:

Employees have a **right** to:

- Performance plans that clearly identify their duties/responsibilities and performance expectations.

NOTE: *Performance plans must be completed within 30 days of the start of the performance period (January 30th).*

- ❖ Receive written notice of changes to their performance plan. Changes to the plan shall be indicated on the evaluation form or on a supplemental sheet attached to the form. Changes to the plan shall be initialed and dated by the evaluator and the employee when changes become effective.
- ❖ Fair, comprehensive, and timely evaluation of their work performance.

NOTE: *Annual evaluations must be completed within 30 days following the performance period (January 30th).*

- ❖ Their supervisors' undivided attention when discussing work performance and career development.
- ❖ Request reconsideration of the performance evaluation with an expectation of a fair, timely reconsideration process and without fear of reprisal. *(Please refer to pages 22-23 of the Employee Evaluation Handbook).*
- ❖ Request assistance up the chain of command or from the appointing authority if the supervisor fails to complete any part of the evaluation process timely.

Employees have a **right** and a **responsibility** to:

- ❖ Provide input into their performance plans and interim reviews. This includes:
 - Double-checking the employee information on the evaluation to ensure it is correct.
 - Making sure the points and expectations assigned to duties are appropriate and reasonable and that points are mathematically correct
 - Notifying supervisors of any work accomplishments or concerns at interim review meetings.
- ❖ Attach a written response to interim reviews if they feel information is missing, incorrect, etc.

- ❖ Provide input into the annual evaluation of performance. This includes checking point totals on the evaluations to ensure all math is correct.
- ❖ Verify the appropriate amount of annual leave is applied to their leave balance on their April 30th paycheck as a result of the final evaluation.
- ❖ Ensure supervisors provide them with a copy of the completed evaluation documentation at each step of the process and to maintain the copy for future reference.

Please contact your agency evaluation liaison or the Cabinet evaluation liaison in your central agency personnel / human resources office if you have questions about these rights and responsibilities

For further information about Employee Performance Evaluation System, visit <http://personnel.ky.gov/gsc/empeval/>

Sample Performance Plan:

KENTUCKY STATE GOVERNMENT
PERSONNEL CABINET

01/01/01

ANNUAL EMPLOYEE PERFORMANCE EVALUATION

NAME: _____ SOCIAL SECURITY #: _____

CLASSIFICATION: _____ TITLE CODE: _____

CABINET/DEPARTMENT/DIVISION: _____

BRANCH/SECTION/UNIT: _____

POSITION NUMBER: _____ REVIEW PERIOD: FROM 01-01- _____ TO 12-31- _____

EVALUATOR: _____ NEXT LINE SUPERVISOR: _____

INTERIM MEETING SCHEDULE: 1st Interim Meeting _____ 2nd Interim Meeting _____

MISSION STATEMENT (optional): _____

I. PERFORMANCE PLANNING

INSTRUCTIONS: List job duties under each category and identify the expectations for a "Good" job. Distribute 100 points between the four (4) categories. **AT END OF YEAR**, rate each duty, multiply by points assigned, place sum in last column, and total each category. Record these category totals in **Section III A**, on the back page of the evaluation form. **FORMULA:** Points x Rating = Total. **EXAMPLE:** 10 points x 3 = 30.

- 5) Greatly exceeds expectations. ||
 (4) Exceeds expectations. ||
 (3) Adequately meets expectations. ||
 (2) Barely meets expectations. ||
 (1) Fails to meet expectations. ||
- Performance Appraisal Levels

DUTIES	PTS	EXPECTATIONS	1	2	3	4	5	TOTAL
Job Tasks (Minimum 50 points) Please refer to the Position Description (PD) to help determine the job tasks to be rated.								0
								0
								0
								0
								0
								0
								0
Evaluator Must Be Evaluated On The Following: Proper and timely completion of all meetings required in the evaluation process; fair and equitable treatment of all employees as relates to the evaluation of performance.								0
	0		Category Total					0

Keys to Success



As you and your supervisor work together during orientation, onboarding, training and career development, you will be quickly integrated into your new agency's workflow as well as embarking upon your long and prosperous career with us.

Here are several keys to achieving this success:

- Understand your Cabinet / Agency Mission, Vision and Values
- Set personal mission, vision and goals
- Seek out a mentor
- Proactively work with your supervisor on your Performance Plan
- Develop your Skills by attending training offered within your Cabinet / agency or state workshop opportunities (for example, Governmental Services Center: <http://personnel.ky.gov/gsc/>)
- Become involved in Professional Societies
- Become a mentor