

This is How We Do It Webinar - Guidance Document

I. Statewide Training

- **Step 1:** Start at the Dept. of Admin homepage <https://admin.ks.gov/>
- **Step 2:** Hover cursor over **Offices** (at the top) for a drop-down menu.
- **Step 3:** Under the Offices drop-down, click on **Personnel Services**, <https://admin.ks.gov/offices/personnel-services>.
- **Step 4:** Under the Personnel Services menu on the left side of your screen, click on **Training**, <https://admin.ks.gov/offices/personnel-services/training>

**** Make sure to chat with your supervisor about the training opportunities for state employees**, then if you or your supervisor have more questions, you can contact your HR section, contact the STAT members at Stat_Training@ks.gov, or locate a STAT team member from your agency on their member list.**

- Under this training section you can locate the New Employee Orientation Slideshow, <http://da.ks.gov/ps/NEO/index.html>. This slideshow has some great information, even as a refresher for employees that have been with their state agency for longer than 5 years.
- Also under training, you can access the Statewide Training Action Team (STAT) link, <https://admin.ks.gov/offices/personnel-services/training/stat-statewide-training-action-team>, which has the Statewide Training Calendar, how to sign up for the calendar listserv, facts about STAT, and the current members of STAT.
 - Training Calendar - <https://admin.ks.gov/media/cms/010fc91c-8856-4eed-8cf8-f9550ae50922.pdf>
 - STAT FastFacts - https://admin.ks.gov/media/cms/Stat_Fast_Facts_66B2A75C58AEA.pdf
 - STAT Charter - <https://webadmin.ks.gov.production.premier.siteviz.com/media/cms/e1f2e97e-3c5d-4587-a74e-15f18a32deec.pdf>

Current Members - https://admin.ks.gov/media/cms/STAT_Membership_0A42B3C5F35C9.pdf

II. Employee Assistance Program

What is it?

The Employee Assistance Program (“EAP”) is a special service provided for State of Kansas benefits eligible employees, family members living in the same household or their dependents at no charge.

- Benefits-eligible employees who have been laid off/terminated are eligible to use the EAP for six months after a layoff.

- Retirees and COBRA participants are not eligible to participate.

It is a 24/7 resource, support and information source. There is no charge for the EAP.

How do you access it?

- **Call:** Call: 888.275.1205, Option 1 TTY: 800.697.0353
- **Website:** Guidanceresources.com. Will come up ComPsych guidance resources worldwide. Log in and registration. Registration is the web ID. Web ID: SOKEAP
- **App:** GuidanceNow- Can access the QR Code from the website.

What services are available?

Confidential Emotional Support

Highly trained clinicians will listen to your concerns and help you or your family members with any issues, including: • Anxiety, depression, stress • Grief, loss and life adjustments • Relationship/marital conflicts.

Legal Guidance

Talk to our attorneys for practical assistance with your most pressing legal issues, including: • Divorce, adoption, family law, wills, trusts and more Need representation? Get a free 30-minute consultation and a 25% reduction in fees.

Financial Resources

Financial experts can assist with a wide range of issues. • Retirement planning, taxes • Relocation, mortgages, insurance • Budgeting, debt, bankruptcy and more.

Online Support

GuidanceResources® Online is your 24/7 link to vital information, tools and support. Log on for: • Articles, podcasts, videos, slideshows • On-demand trainings • “Ask the Expert” personal responses to your questions.

Work-Life Solutions

Specialists can provide qualified referrals and resources for just about anything on your to-do list, such as: • Finding child and elder care • Hiring movers or home repair contractors • Planning events, locating pet care and vacation planning.

Vacation Planning

You can ask for flights, hotels, transportation, activities, costs associated and etc.

III. Accommodations

Reasonable accommodations may be requested at any time during the application or employment process. Employees requesting an accommodation are to be referred to their EEO Coordinator for completion of the ADA Request for Accommodation form (EE-4620). After acquiring the requisite medical documentation from the individual requesting an accommodation, the EEO Coordinator, will consult with the employee and their supervisor.

IV. **STAR & Van Pool**

STAR (State Thanks and Recognition)

[Star Discounts \(ks.gov\)](http://ks.gov)

<https://oitsapps.ks.gov/da/ops/star/>

Van Pool

- <https://admin.ks.gov/for-state-employees/employee-info-center>
- Scroll down to commuter information, Click on Van Pool
- Basic Concepts explain in a Word document the requirements
- Van Pool Coordinators and Schedules
- Contact one of the van pool coordinators with additional questions

V. **Kansas State Library**

The [Kansas State Library](#) aims to improve the lives of Kansas residents by providing resources that will deliver 21st century library and resources to all Kansas and help all Kansans be successful, including with improving chances for academic success, assist individuals with employment opportunities, and provide lifelong educational services.

- Get your Kansas Library e-card [here](#).
- Request a State Library training for your agency [here](#).
- For all online databases offered by the State Library click [here](#).
- [Learning Express](#)
- [Universal Class](#)

VI. **KPERS (Kansas Public Employee Retirement System)**

<https://kpers.org>

- [Active Member Information](#)
- [New to KPERS?](#)
 - Welcome New Member – [KPERS 3 Video](#)
 - Retirement Savings – [Start Now Video](#)
- [Leaving KPERS Employment](#)
- [Retired members](#)