



Our Values Guide the Work We Do.

NEW EMPLOYEE ORIENTATION PACKET

ADMINISTRATION

> AGENCY OVERVIEW

THINGS YOU NEED TO KNOW ABOUT ADMIN

> POLICIES

EMPLOYEE SAFETY, POLICIES & DATA PRACTICES

> PAYROLL

SELF-SERVICE, PTO, HOLIDAYS & SICK LEAVE

> BENEFITS

MEDICAL/DENTAL INSURANCE, RETIREMENT & LIFE



Welcome to
ADMIN

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Overview of Admin

Who We Are

The Minnesota Department of Administration was established in 1939 by Governor Harold Stassen. Since then, Admin has been at the center of improving state government and providing essential professional administrative services to state agencies, as well as various other services to diverse audience across the state. Today, we continue that tradition of making Minnesota successful. To guide our work, Admin has developed a Vision, a Mission, Values, and Objectives that help us plan for the future.

First, our Vision establishes what we want to be for our partners and ourselves: **We deliver excellence: to our partners, team members, and the public.**

Our Mission guides who we are and what we do every day: **Leading through exceptional service and creative solutions to help out partners succeed.**

Our Values guide the work that we do:

- **Teamwork:** We are engaged and collaborate to exceed our partners' expectations.
- **Respect:** We respect our partners and each other.
- **Sustainability:** We help partners reduce their environmental impacts.
- **Accountability:** We are responsible for our work and our actions.
- **Service:** We value our partners and proactively work to meet their needs.
- **Safety:** We promote a workplace that protects the health and well-being of our team members and partners.
- **Diversity, Inclusion, Equity:** We believe in One Minnesota where all people are valued and respected.



As part of this tradition of holding ourselves accountable, we have four Objectives:

- **Diversity, Inclusion, and Equity:** We give all team members and partners the opportunity to thrive.
- **Technology Optimization:** Advancing system and process improvements to support the secure and efficient use of new or existing technology.
- **Partner Satisfaction:** People value our services because our expertise helps them achieve their missions.
- **Agency Culture:** This is a positive work environment because team members are accountable to each other, valued, trusted, treated as professionals by their colleagues and managers, and are engaged in the mission of the agency.

What We Do

The Commissioner of Administration is tasked with overseeing and managing the administrative functions of other executive branch state agencies, including purchasing and contracting, facilities management, and more. State law grants Admin the authority to engage in strategic planning efforts for the state and to investigate and study the management of state agencies – reorganizing them when necessary to ensure effective and efficient operations.

With \$176.5 million in annual operating costs and 475 full-time employees, Admin oversees \$2.1 billion in state purchases, maintains 4.4 million square feet of owned space and leases an additional 3.6 million square feet of space for over 100 state agencies, boards and councils. The agency also insures \$12 billion in property and 13,400 vehicles, and manages over 400 building projects and \$166 million in capital appropriations.

Admin is made up of the following teams:

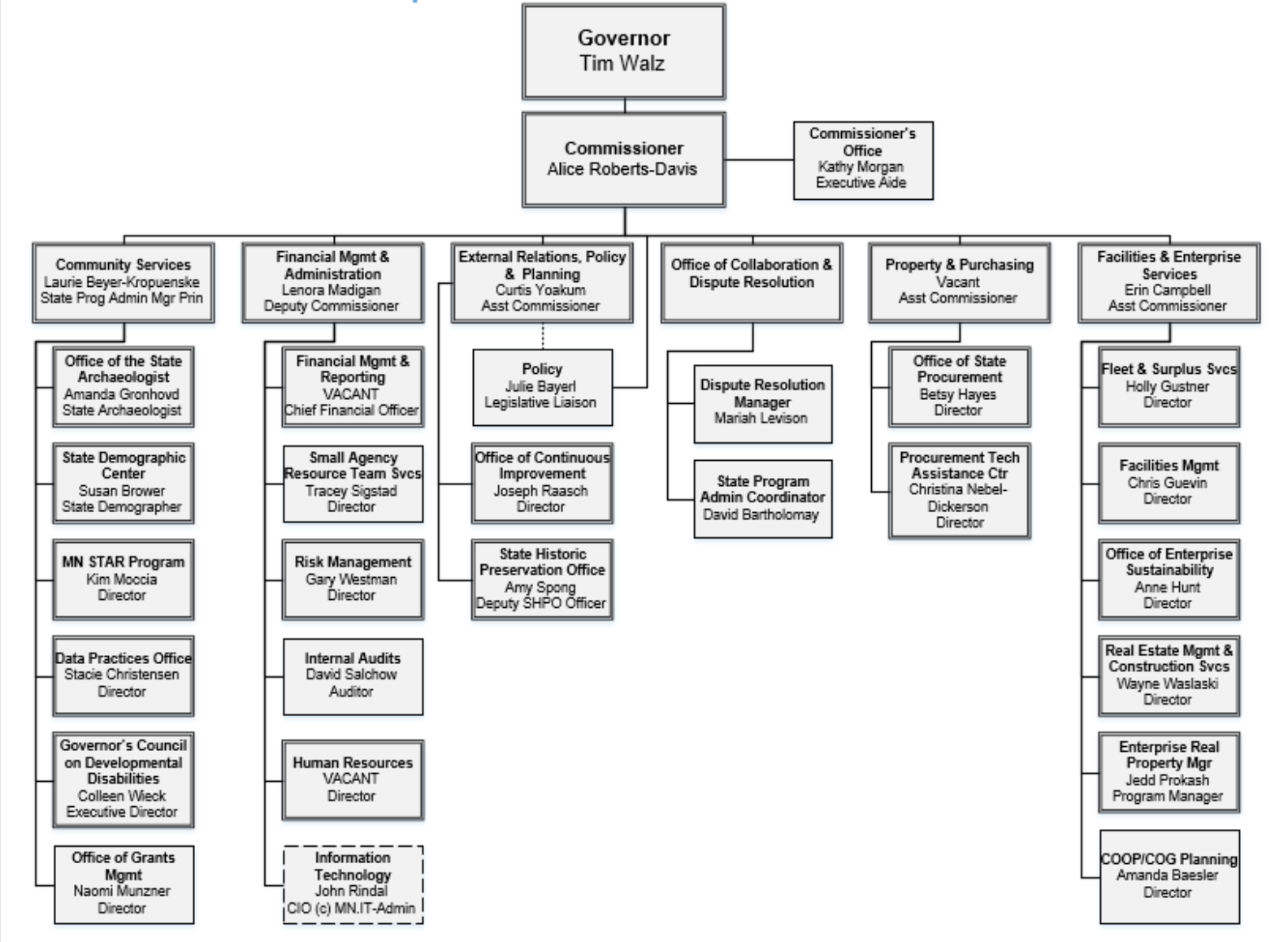
- **Office of State Procurement (OSP)** oversees \$2.1 billion in goods and services purchases annually. The division offers volume discounts to state agencies and local units of government through 1,600 enterprise contracts and the two largest multi-state cooperative purchasing programs in the nation. The team also oversees vendor relations for the state and administers business development programs that help economically disadvantaged and legislatively targeted companies do business with the State.
- **Facilities Management Division (FMD)** maintains and operates 22 state-owned buildings, including the State Capitol, plus 32 parking facilities, 25 monuments, and associated grounds for a total of 4.4 million square feet. The division also coordinates events on the Capitol Complex and is currently assisting in the restoration of the State Capitol and Governor's Residence.
- **Real Estate Management and Construction Services (RECS)** manages over 400 construction projects and 800 property leases annually. Overall, the state has a real property footprint that includes 5,585 buildings and gross square feet and acreage equaling about 5.5 percent of the state.
- **Office of Enterprise Sustainability (OES)** Primary Responsibilities for OES include: assist Cabinet Level Agencies to develop Plans to meet Statutory Requirements or Executive Orders in the area of sustainability; share best practices from both inside and outside of government; assist state agencies with finding the subject matter experts to ensure sustainability plans contain all elements required for success; assist agencies in finding resources required to execute sustainability plans; track the results at the agency/state level to provide transparency concerning agency/state progress toward established goals; make the entire state sustainability program easier for state agencies so they can be successful.
- **Risk Management Division (RMD)** insures over \$12 billion of the State's assets and delivers workers' compensation services for nearly 50,000 state employees. The division takes a proactive approach with a focus on safety and loss control efforts that strive to minimize the incidence of injuries, accidents, and other damages and losses.
- **Fleet Services (FSS)** leases vehicles to state agencies for official state business. The division's lease program manages vehicle acquisition and disposition, fueling, maintenance, auto insurance, and life-cycle management for roughly 1,000 vehicles. All told, there are roughly 7,500 vehicles in the state fleet, with annual expenses estimated at \$89 million.

- **Surplus Services (FSS)** assists with the redistribution, reuse and disposal of state and federal surplus property. Property is redistributed to eligible donees – which includes state and local governments, nonprofit health and educational organizations, programs for low-income, needy and homeless persons, and other service groups. The division also operates the state auction program which sells surplus property to the public via live and online auctions.
- The **State Demographic Center (SDC)** provides population estimates and projections for the state, Along with broader analysis and monitoring of key trends. The office distributes demographic data from the federal government and other sources and is Minnesota’s liaison to the United States Census Bureau.
- The **Data Practices Office (DPO)** provides technical assistance and consultation on Minnesota’s data practices act, the Open Meeting law, and other information policy laws. The division also works with organizations, individuals, and government entities in drafting, proposing and tracking legislation related to government information policy.
- The **Office of Grants Management (OGM)** works in partnership with more than 30 state agencies and Organizations to standardize, streamline, and improve state grant-making practices and increase public information about state grant opportunities. The office manages over \$12million in grants, sets policy for incoming grant funds, and monitors performance of grantees that are awarded grant funding.
- The **Office of the State Archaeologist (OSA)** manages the State’s archaeological resources including sites and data on behalf of Minnesota citizens. The office sponsors, conducts and directs research into the prehistoric and historic archaeology of Minnesota and reviews and licenses proposed construction projects and related archaeological field investigations to determine the potential for adverse impacts to archaeological sites.
- The **Minnesota Governor’s Council on Development Disabilities (GCDD)** works to assure that persons with developmental disabilities receive the necessary support to achieve increased independence, self-determination, productivity, and integration into the community.
- The **System of Technology to Achieve Results (STAR) Program** helps Minnesotans with disabilities gain access to assistive technology they need to live, learn, work and play.
- **Communications and Planning** supports the agency’s strategic plan and initiatives through communications, legislative affairs, and strengthening of external partnerships.
- The **Minnesota Office of Continuous Improvement (MNCI)** supports the continuous improvement efforts of the 24 cabinet-level executive branch agencies to build the culture, capacity, and results of CI and lead enterprise-wide improvement projects. Our mission is to help state government services every day by solving problems that change lives.
<http://mn.gov/admin/continuous-improvement/>
- **State Historic Preservation Office (SHPO)** The National Historic Preservation Act of 1966 provided for a network of historic preservation offices in every state to spearhead state preservation initiatives and help carry out the nation's historic preservation program. Minnesota's SHPO was created by state statute in 1969 to provide statewide leadership.

- **Admin's Financial Management (FMR) and Human Resources (HR)** teams provide administrative services internally within the agency, overseeing strategic and operational planning, performance management, financial management, internal controls, budget planning, human resources, and information technology. The divisions also provide the same finance, human resources and other support services to a variety of small agencies, boards and councils (SmART – Small Agency Resources Team.)
- **Office of Collaboration & Dispute Resolution (OCDR)** The Office of Collaboration and Dispute Resolution (OCDR) uses collaborative processes and the science of human relations to help government and stakeholders improve relationships, build trust, and develop wise and durable solutions to seemingly intractable issues.

Department of Administration

10/28/2019

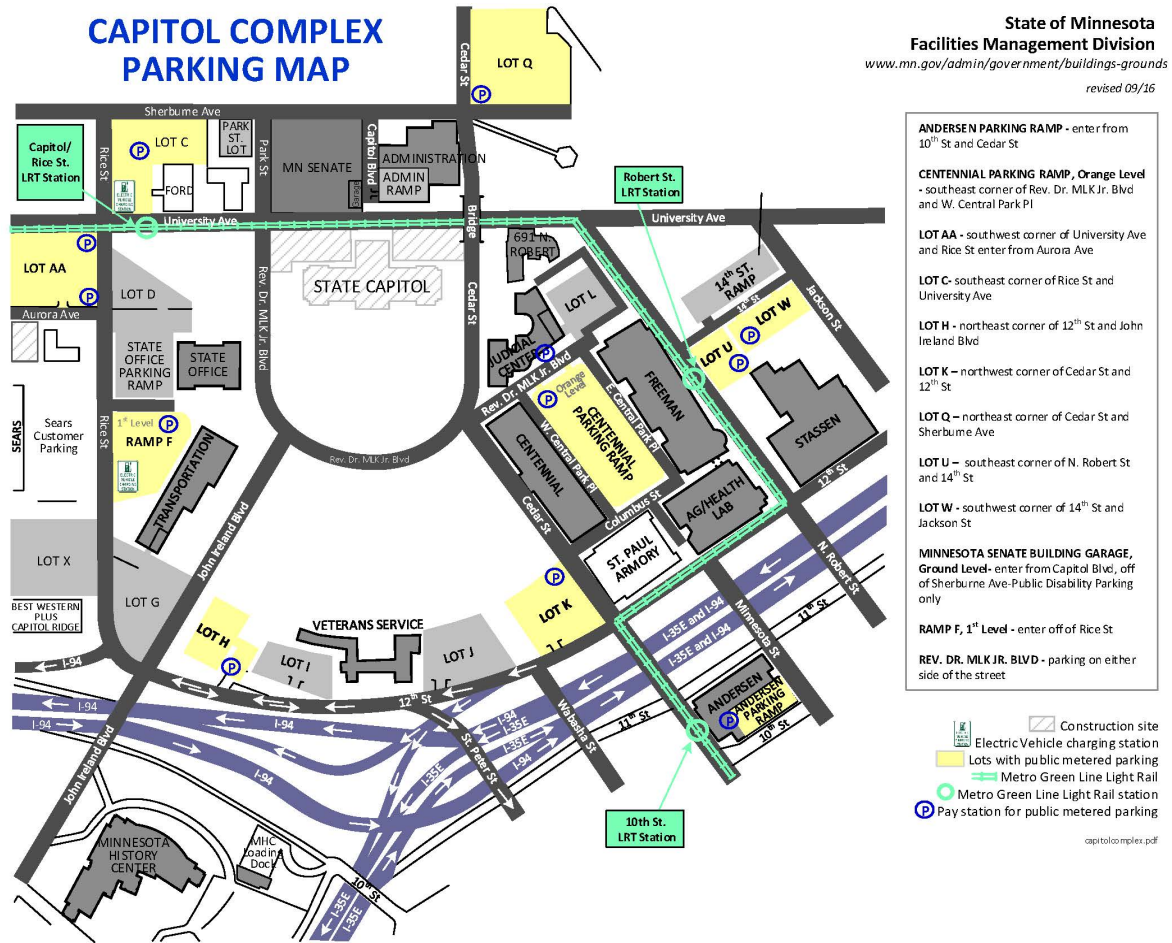


Getting Around the Capitol

The Capitol Complex

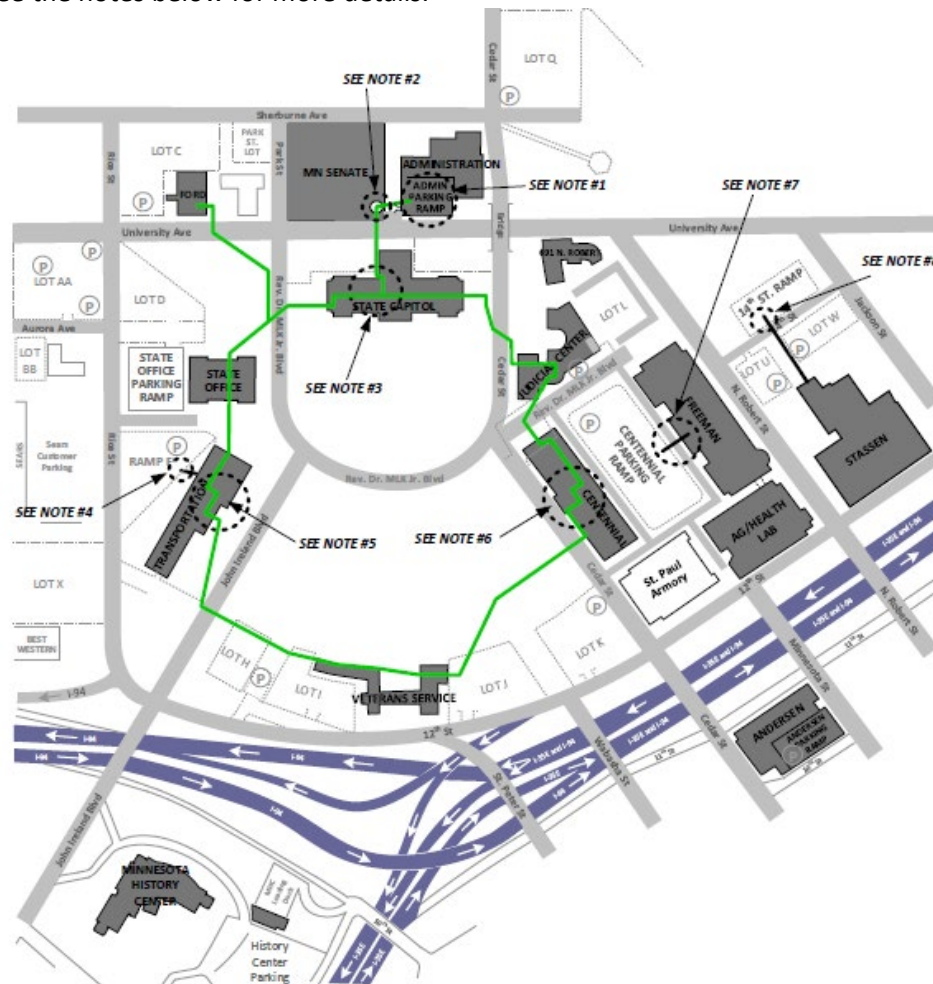
Below is a map of the Minnesota State Capitol Complex. Complex buildings are shown in gray, and parking lots and facilities are shown in yellow. Parking facilities with a (P) icon include public parking spaces for use by visitors and members of the public.

Additional maps can be found on the Admin website under [Government Services > Buildings and Grounds > Maps.](#)



The Capitol Tunnel System

An underground tunnel system connects the buildings on the State Capitol Complex. Signs in buildings will generally point you to tunnel entrances and connections. See the image below for a map of tunnel routes and see the notes below for more details.



NOTE #1 Administration Parking Ramp: From Capitol, tunnel enters Level B of Administration Parking Ramp. Keycard access to Administration Building Ground Floor from Ramp's east stairway on Ramp Level E.

NOTE #2 MN Senate Building: Tunnel entrance to Ground Floor - enter the MSB elevator/stairs across from University tunnel entrance, will bring you to Ground floor of MN Senate Building and public disability parking level.

NOTE #3 Capitol Building: Keycard access only to Capitol Building from Administration Ramp. In Capitol Ground Floor hallway, tunnel to Administration Ramp and Roundhouse marked by direction sign reading "Café, Parking Lot Tunnel."

NOTE #4 Transportation Building: Access to ground floor of Transportation Building from ground level of Ramp F.

NOTE #5 Transportation Building: From State Office Building, enter on Ground Floor of Transportation Building and follow hallway past Cafeteria to Elevator Lobby area. Across from elevators is a stairway door. To right of door is a sign reading "Tunnel to Veterans Service Bldg. next level down." Take stairway to "Level B" of Transportation Building. Exit stairway to left in elevator lobby. Go to carpeted area, then turn left in front of small vending machine area. Tunnel to Veterans Service Building directly ahead. Elevators in Transportation Building are accessible only with a keycard.

NOTE #6 Centennial Office Building: From Veterans Service Building, enter Centennial Building on Level B. Turn left at first hallway, then proceed to elevator lobby. Immediately behind elevator lobby north side is a stairway. Take either elevator or stairway to Ground floor. Immediately east of north side elevators is a hallway door. Labeling above the door reads "Tunnel to Judicial Center."

NOTE #7 Freeman Office Building: Access to Freeman Office Building through east side, Green Level, Centennial Ramp.

NOTE #8 Stassen Building: Access to Stassen Building from the 14th St. Ramp.

Employee Engagement

We've got a number of employee programs at Admin intended to make your work at Admin fulfilling and fun. We encourage you to check them out! If you have any questions or feedback, send them to Admin.Info@state.mn.us or contact Admin Human Resources at 651-259-3700.

Events

- **Admin TALKS** – Admin TALKS is a monthly forum for Team Admin to come together and accomplish one of three objectives: Training, Awareness about what is happening within other divisions of Admin, or meeting other Admin employees. Our agency provides diverse services to the enterprise, and Admin TALKS will create a bridge between divisions so that employees can get to know each other and the work that our agency does to benefit all Minnesotans.
- **Admin Fall Festival** – Held each November, this is Admin's flagship employee appreciation event. All agency employees are invited to come together for games, food, fun and a presentation of awards honoring outstanding achievement in Admin.
- **Spring/Summer All-Staff Gathering** – Admin also comes together in the months between spring and summer in this event that is organized and supported by Admin employees. Expect sunshine, music, food, fun and fellowship.

More info about these events and others, including Professional Development sessions and training opportunities, can be found online in the Human Resources section of the Admin website, accessible using the link on the bottom right of the page, within the website footer.

Communications

- **Team Admin Weekly** – This email newsletter is delivered weekly and is the go-to source for all the latest news in Admin. Includes spotlights on new employees, retirements, upcoming events, news from around the agency, and more.
- **All-Staff Announcements** – For up-to-the minute news and announcements regarding info you need to do your job, look on the Admin Intranet. This site is default Home page on your work computer's internet browser.
- **From the Commissioner's Desk** – From time to time, the Commissioner will send these notes out to Admin employees, following big events or news, or just to say "good day" or "thanks."

If you have questions or suggestions regarding Admin communications, send them to Admin.Info@state.mn.us.

Awards and Recognition

- **Recognition** – Have something nice to say about a coworker? Want to recognize someone’s good work? Just email Admin.Info@state.mn.us with “Recognition” in the subject line and provide the details. The Communications Office will ensure it gets passed along and credit is given where credit is due.
- **Quarterly Achievement Awards** – Four times a year the Commissioner presents these certificates to a handful of Admin employees and teams for recent accomplishments.
- **Star of the North Awards** – This flagship annual award is presented each year at the Admin Fall Festival. It includes a traveling trophy –the Super Bowl or Stanley Cup of Admin – that was built by Admin staff.



Other Agency Programs for You



- **MnSAFE** – The safety of state employees is of the utmost importance! The MnSAFE initiative – which stands for Safety Accountability For Everyone – aims to eliminate workplace injuries by providing state staff with information and resources to build and support a workplace where safety is at the forefront. Find posters, case studies and other resources at mn.gov/mnsafe.
- **Yammer** – The State of Minnesota workforce has its own Yammer network. Yammer is a workplace social networking and collaboration tool. Want to connect and share best practices with employees from other agencies all across state government? Sign up at Yammer.com with your @state.mn.us email address to get started.
- **Admin Wellness Committee** – The Admin Wellness Committee provides activities for Admin employees that support their health and well-being and highlight the importance of wellness at work. Recent activities coordinated or sponsored by the Admin Wellness Committee include work 5Ks and walking challenges, an employee blood drive, financial wellness seminars and more.

These are just some of the various programs and activities out there for Admin and State of Minnesota employees. Explore state websites and stay tuned to Admin communications for other opportunities!

Employee Wellness

The Admin Wellness Committee provides activities for Admin employees that support their health and well-being and highlight the importance of wellness at work. Recent activities coordinated or sponsored by the Admin Wellness Committee include work 5Ks and walking challenges, an employee blood drive, financial wellness seminars and more.

A message from the Wellness Committee

On behalf of the entire Admin Wellness Committee (AWC), welcome to Admin!

We are genuinely glad you're here and beyond our desire for you to have a positive and rewarding career with the State of Minnesota, we also wish to highlight a couple good reasons why your health and well-being matters to all of us:

- It's estimated that there are 450 million days of work missed (nation-wide) per year because of health problems, at a cost of \$153 billion in lost productivity as a result!
- A three year Minneapolis health system study found that health risks decreased after the implementation of a comprehensive worksite wellness program. This led to increased savings due to reduced health care costs, absenteeism, and workers' compensation claims each year of the program (Source: Fairview Alive Program Evaluation).

Here's a snapshot of the AWC: **Our mission is to identify, promote and provide guidance in practical ways to enhance employee wellness activities, to support the overall health and well-being of Admin's employees.**

We believe in the benefits of healthy employees and a healthy work environment. We're an employee-led committee of 12 members representing the divisions within Admin and we exist to serve you by providing opportunities to engage in wellness efforts. If you'd care to belong to a committee that makes a difference for all Admin employees, or if you have any health and wellness related suggestions, questions, or comments please contact us by emailing Kathy Morgan in the Commissioner's Office.

Current State of Minnesota Health and Wellbeing solutions

A listing of health and wellbeing solutions for state employees can be found available online at <https://mn.gov/mmb/segip/health-and-well-being/> .

Employee Assistance Programs (EAP)

The state of Minnesota offers two Employee Assistance Programs: Work/Life Counseling for work and personal life matters and Organizational Health for leadership and workplace consultation. More information can be found online at <https://mn.gov/mmb/segip/health-and-well-being/eap/>

LifeMatters Services

LifeMatters is a resource available to all state employees. It offers counseling to address stress, depression, personal problems, alcohol or drug dependency, workplace conflicts, financial consultation, legal consultation and more. For more information, please visit www.mylifematters.com and use the password stmn1 or call 651-259-3840 or 1-800-657-3719.

Policy Overview

Mandatory Training

CODE OF CONDUCT/CODE OF ETHICS

The Code of Conduct and the Code of Ethics are some of management's most important tools for establishing a strong control environment. The codes set an appropriate "tone at the top" by: outlining the standards and expectations regarding employee honesty, integrity, and ethical behavior; and by providing mechanisms for employees to report questionable or improper activities and behaviors. You are required to register for and take the online training, which is available through the **"Enterprise Learning Mgmt"** link in Employee Self Service.

- **You must complete this training within two weeks of hire, and take the recertification annually thereafter.**

HARASSMENT & DISCRIMINATION PROHIBITED #1436 AND SEXUAL HARASSMENT PROHIBITED #1329

We all deserve a workplace where we feel safe and supported. At Administration, we want to cultivate a work environment where every team member is treated with dignity and respect. An important part of that work is to provide you with the policies and tools you need to thrive. To that end, employees are required to review and acknowledge both of these state policies (HR/LR Policies #1436 and #1329). You are required to register for and take the online training, which is available through the **"Enterprise Learning Mgmt"** link in Employee Self Service.

RESPECTFUL WORKPLACE POLICY #1432

The State of Minnesota is committed to providing a positive environment in which all staff, members of the public and others doing business with the state are treated with professionalism and respect. To that end, employees are required to review and acknowledge HR/LR Policy #1432, Respectful Workplace. You are required to register for and take the online training, which is available through the **"Enterprise Learning Mgmt"** link in Employee Self Service.

SANS: SECURING THE HUMAN IT SECURITY AND AWARENESS TRAINING

Once each year MN.IT Services provides online information security awareness training for staff which requires an hour or so of your time. With so much in cyber security happening every day we all need to be aware of security issues. Security is everyone's responsibility! All Executive branch agencies have a responsibility to comply with the Security and Awareness Training Standard. SANs Securing the Human is online training comprised of several small videos on a variety of topics.

Other Miscellaneous Policies

APPROPRIATE USE OF ELECTRONIC COMMUNICATIONS & TECHNOLOGY POLICY #1423

The State of Minnesota provides a variety of electronic tools for employees whose job performance requires or would be enhanced by the use of its technology. The policy memorandum governs access to and the appropriate use of State-provided electronic tools and technology at all times, including both work and non-work time, by State employees in the executive branch, consultants, and contractors. For more detailed information, visit https://mn.gov/mmb/assets/1423-appropuseoftechpdf_tcm1059-322068.pdf

STATE POLICY ON ALCOHOL & OTHER DRUG USE BY STATE EMPLOYEES POLICY #1418

No employee shall report to work under the influence of alcohol, marijuana, controlled substances, or other drugs which affect his or her alertness, coordination, reaction, response, judgment, decision-making or safety. For more detailed information, visit: https://mn.gov/mmb/assets/1418-DrugAndAlcoholPolicy_tcm1059-324641.pdf#false

SMOKING/TOBACCO USE POLICY – STATE LAW, ADMIN POLICY #02

There is no smoking allowed in state buildings, loading docks, handicap access ramps, or at front entrances of buildings. Smoking includes lighted cigarettes, cigars, pipes, or any other lighted smoking materials. For more detailed information, visit <http://mn.gov/admin/images/Policy-Smoking-And-Tobacco-Use-A.pdf>.

DISCRIMINATORY HARASSMENT - STATE ADMINISTRATIVE PROCEDURE 1.2

Discriminatory harassment is behavior based on protected class status that is unwelcome, personally offensive, insulting, or demeaning, and that unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive work environment. It is the policy of the Minnesota Department of Administration to maintain a work environment free from discriminatory harassment based on race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in a local commission, disability, sexual orientation, or age. For more detailed information, visit <https://mn.gov/mmb-stat/policies/1436-harassmentdiscriminationprohibited.pdf>

- **Complaints:** When an employee has reason to believe that he or she has been subjected to protected class discrimination and/or harassment, the employee should report such incidents in accordance with agency policy to Lenora Madigan, Acting Human Resources Director, at lenora.madigan@state.mn.us or 651/201-8030. Employees can be assured there will be no retaliation for making a complaint.

CODE OF ETHICS

The Code of Ethics establishes regulations for all state employees to avoid conflict of interest between job responsibilities and personal interests. Employees in the executive branch in the course of or in relation to their official duties shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the state for any activity related to the duties of the employee unless otherwise provided by law. For more information, visit <https://www.revisor.leg.state.mn.us/statutes/?id=43A.38>.

REASONABLE ACCOMMODATION - STATE POLICY #1433

The Department of Administration will provide accommodations to qualified employees and job applicants with disabilities when such accommodations are directly related to performing a job or competing for a job on an equal basis. For more information, please visit <https://mn.gov/mmb-stat/equal-opportunity/ada/1433-reasonable-accommodation.pdf>

FAMILY MEDICAL LEAVE ACT (FMLA) - STATE POLICY #1409

Every fiscal year, the State of Minnesota will provide up to 12 weeks of job-protected leave to “eligible” employees for certain family and medical reasons consistent with the FMLA, relevant State law, and collective bargaining agreements and plans. In addition, an eligible employee is entitled to 26 workweeks of leave in a single 12 month period to care for a covered service member with a serious injury or illness. For more detailed information, visit https://mn.gov/mmb/assets/1409-fmlapolconsolidatedpdf_tcm1059-321994.pdf

DATA PRACTICES SECURITY OF NOT PUBLIC DATA POLICY

The Data Practices Security of Not Public Data policy identifies and describes all not public data on individuals maintained by Admin. Employees listed in this Data Inventory, the Responsible Authority and the Data Practices Compliance Official (DPCO) may have access to *all* not public data maintained by Admin, if necessary, for specified duties. Any access of not public data by the Responsible Authority or the DPCO will be strictly limited to the data necessary to complete the work assignment. If a division maintains not public data that all employees within its division do not have a work assignment to access to the data, the division will ensure that the not public data are secure. For more information, please visit http://mn.gov/admin/images/13_05_policy_admin.pdf.

- **Please be sure to sign and turn in the Miscellaneous Policies form!**

Data Practices

The **Data Practices Act** (Minnesota Statutes, Chapter 13) regulates how government handles information (*data*) it collects, creates, keeps, or discloses to operate programs and provide services.

Government data is a term that means all recorded information a government entity has, including paper, email, CDs, photos, etc. All government data must be kept in a way that makes it easy to provide appropriate access to the data.

The Data Practices Act helps maintain a proper balance of the government's need to have and use data to do its work, the public's right to know about the activities of their government, and the privacy rights of certain individuals about whom the government has data.

OFFICIAL RECORDS AND RECORDS MANAGEMENT

The Official Records Act (Minnesota Statutes, section 15.17) requires government employees to create and keep records to document their official activities. **Official records** allow the public to understand what their government is doing and why and help you understand why actions were taken in the past. Like government data, official records can be stored in any format. However, not all government data are official records. It is up to the entity to decide which data are official records.

The Records Management Statute (Minnesota Statutes, section 138.17) talks about establishing and adopting records **retention schedule** to properly dispose of government data that are official records. A records retention schedule is a plan that lists a government entity's official records and explains how long they must be kept.

PUBLIC DATA VS. NOT PUBLIC DATA

One of the most important things to remember about data practices is that all government data are presumed to be **public** unless there is a specific Minnesota statute or federal law that says that the data are **not public**.

For example, **personnel data** are data about all government employees. Personnel data are both **public** (a government employee's name and salary) and **not public** (an employee's home address and personal phone number).

Anyone can look at and get copies of **public** data for any reason. People are not required to tell you who they are or why they want the data. Only certain people authorized by law are allowed to see and share **not public** data.

PROTECTING NOT PUBLIC DATA

If you have access to not public data as part of your job, consider the following:

- Do not discuss not public data with co-workers who don't need to know about the data
- Do not leave papers with not public data on a shared copier, printer, or fax machine
- Keep copies of not public data out of plain view
- Use locked file cabinets for not public data
- Password protect your computer and lock screens when away from your desk

REQUESTS FOR GOVERNMENT DATA

When **members of the public** ask to see or have copies of data, government must provide access as soon as reasonably possible.

When an **individual** asks to see or have copies of data about him or her, government must provide access within 10 business days.

Government is not allowed to charge someone to only look at data. Government is permitted to charge for copies to recoup costs. The law sets requirements for the cost of copies.

KNOW YOUR RESOURCES

Your most important responsibility is to **ask your manager or supervisor** if you have questions about anything related to data practices.

Admin's Data Practices Policies:

<http://mn.gov/admin/employees/policies/index.jsp>

Employee Safety

EMERGENCIES

If you find yourself in an emergency, do the following:

- Call **9-911** (give address, room number)
- Then call **Capitol Security at 9-651-296-2100** (Give building location, room number)
- You can also call **Capitol Security at 9-651-296-6741**. **Note:** This is a non-emergency number for escorts and information.

Medical Emergencies

Call 9-911 and Capitol Security. Defibrillators (AEDs) are located within buildings, as well as CPR/AED trained individuals within buildings.

Fire Emergencies

If you hear a fire alarm or see smoke or fire, find the nearest exit and follow directions of floor monitors. Use fire extinguishers only if trained and have an exit available. Please consult your supervisor for information regarding your evacuation relocation site

Severe Weather Emergencies

Follow directions of floor monitors, evacuate to lowest level and stay away from windows

Other Emergencies

Follow directions of floor monitors or announcements on PA system

There is a potential that employees may need to perform work during emergency situations. Discuss your department's Continuity of Operations Plan (COOP) with your supervisor.

Emergency Resources

- Admin Emergency Information Line: **866-901-7705** (receive updates about emergency)
- Admin Family Message Line: **866-396-9961** (family members can leave messages for employee)

WORKPLACE SAFETY

It's our goal to ensure a safe workplace for all thereby reducing injuries and worker's compensation claims.

What's expected of you?

Report unsafe conditions and incidents to your supervisor. Follow safe work practices. Ask questions if you don't understand. Wear appropriate personal protective equipment.

Safety Policies

Safety policies for Admin are listed at <https://mn.gov/admin/employees/hr/employees/policies/safety/>

Reporting Injuries

Report any potential work related injury or illness to your supervisor as soon as possible. If medical attention is required for a work-related injury, you should go to one of our designated providers (see yellow posters in work areas or go to <https://mn.gov/admin/government/risk/workers-comp/corvel-information/>)

MN Occupational Health is available from 8:00 a.m. to 6:00 p.m. Monday through Friday.

Admin Safety Committee

The Admin Safety Committee meets the first Thursday of each month. Meeting minutes and additional information is available on the Admin Human Resources website. Direct your browser to <https://mn.gov/admin/employees/hr/employees/safety/safety-committee/>.

OTHER SAFETY TOPICS

Violence in the Workplace

It is our goal to achieve a work environment which is free from threats and acts of violence. The Department of Administration will not tolerate workplace violence of any type, from any source. This includes threatening or violent actions by employees directed against other employees, department customers, or other workplace visitors, and by department customers or visitors directed against department employees.

Contact Capitol Security or St. Paul Police for immediate assistance. Report incidents and threats as soon as possible to your supervisor, manager or Human Resources.

Ergonomics

Ergonomic evaluations of employee workstations are available for all employees. Contact the Human Resources office at 651-259-3700 for an assessment.

Information about setting up an ergonomic workstation is available on the Admin website under [Government Services > Risk Management > Safety and Loss Control > Ergonomics](#).

Defensive Driving

An interactive online training course on defensive driving and safety behind the wheel is available for employees at mn.gov/mnsafe/def_driving.

CONTACT INFORMATION

If you have questions about safety or need support, contact Ajeet Yadav, Safety Administrator, at 651-201-8211 or at Ajeet.Yadav@state.mn.us.

Office Ergonomics Checklist

Legs and back

yes no Do you know how to adjust your chair?

yes no Have you adjusted the height of your chair so that your feet are on the floor or firmly placed on a footrest?

yes no Have you adjusted your chair so that your hips are slightly above your knees and your thighs are parallel with the floor?

yes no Have you adjusted the back of your chair so that the lumbar support is positioned slightly below belt line?

yes no Is there 1-3 inches between the edge of your seat and the back of your knees?

Arms, wrists, and hands

yes no Have you adjusted your keyboard and mouse at or slightly lower than elbow height?

yes no Are your wrists comfortably straight while operating the keyboard and mouse?

yes no Are you able to relax your shoulders while performing various job tasks?

Neck and head

yes no Have you adjusted your monitor so that the top 1/4 is at or slightly below eye level?

yes no Have you placed your monitor directly in front of you and approximately 25-36 inches away from your eyes?

yes no Have you placed your document holder adjacent or directly in front of the monitor?

Additional Ideas

yes no Have you positioned your monitor to avoid glare from outside light sources or overhead lighting?

yes no Do you clean your computer screen at least 1 time per week?

yes no Are you alternating your job tasks throughout the day?

yes no Are you incorporating stretching into your daily work routine?

If you have answered "yes" to the majority of questions on this checklist, you have arranged your workstation to meet your needs. In the areas where you responded "no," see if you can make some changes and improve your environment.

For questions please contact: Ajeet Yadav, 651-201-8211, Ajeet.Yadav@state.mn.us

Payroll Overview

Use the Payroll Calendar included in the back of this packet to reference timecard due dates and direct deposit dates.

Types of Time Off

1. Vacation

- Vacation days are defined as pre-approved, planned days off
- An employee may not use vacation until completing six months of service in a vacation eligible status
- Please reference your contract for more specific information

2. Sick Leave

- Sick leave applies to illness, contagious disease, doctor's appointments, dentist appointments, surgery, and other medical emergencies
- Please reference your contract for more specific information

3. Holiday Pay

- Employee must be in full pay status (sick, vacation, comp. time, or regular codes) for the full shift the scheduled day before and the next scheduled day after the holiday (or floating holiday). If the employee is not in pay status on both of those days, they are not entitled to any holiday pay.
- Floating holidays can be used around holidays
- Please reference your contract for more specific information

Payroll Coding at a Glance

For more codes, refer to the time card sheet on the [employee self-service website](#).

REG	Regular
HOL	Holiday
SIK	Sick Leave Taken
VAC	Vacation Leave Taken
FLH	Floating Holiday
ETL	Leave without Pay
OTR	Cash Overtime @ 1.5 Earned
OT1	Cash Overtime @ 1.0 Earned
C15	Comp Time @ 1.5 Earned
CE1	Comp Time @ 1.0 Earned
CT1	Comp Time Taken

Employee Self-Service

The Employee Self Service website is your primary tool to access and review payroll and benefits information. You can use it to complete your timesheets, review your paystubs and benefits information, and in some cases, even make enrollments and changes. The site can be accessed at:

<http://mn.gov/selfservice>

To login, use your employee ID (8 digits) and a password usually the last four digits of an employee's SSN followed by the letters MN and two exclamation points (For example, 1234MN!!).

Below are some examples of what you will find on the site under each of the following links:

My Paystub

- View paystubs, current and prior earning statements.

Time Entry

- Enter time worked and leave taken

Benefits

- Review benefits Enrollment
- Review benefits summary, and Dependent/Beneficiary coverage

My Personal Information

- Personal information summary
- Home and mailing address, phone numbers, e-mail address

Other Payroll

- Direct Deposit
- W-4, MW-R
- W-2 (current and prior years)
- Savings plans
- Charitable contributions
- Leave donations
- Deferred compensation
- Payroll forms
- Business expense reports

Leave Balances

- View your current and previous leave balances

Announcements

- Watch for announcements regarding your pay and benefits

My Profile

- Change your password

ELM/Learning

- View and maintain learning records and objectives
- Browse and search the learning catalog

Careers

- Search and apply for jobs

Investment and Saving Plan Overview

MN State Retirement System (MSRS)

The General Employees Retirement Plan (General Plan) is the largest retirement plan administered by MSRS. The General Plan provides retirement, survivor, and disability coverage for state employees.

For additional information regarding the Minnesota State Retirement System, please visit www.msrs.state.mn.us or call 651-296-2761.

Health Care Savings Plan

The Health Care Savings Plan (HCSP), administered by MSRS, offers you the opportunity to make the most of each dollar you set aside for healthcare expenses. More than a savings account, the HCSP is an individual, tax-free account to be used for reimbursement of post-employment medical expenses.

For additional information regarding the Health Care Savings Plan, please visit www.msrs.state.mn.us, or call 651-296-2761.

Minnesota State Deferred Compensation Plan (optional)

With this plan, pre-taxed dollars are taken out of paychecks to go toward retirement. The union plans will match to certain amounts (see below).

Matching Contributions (once a year)

AFSCME - \$175

MAPE - \$200

MMA - \$300

MGEC - \$300

MGR - \$300 or Vacation Conversion

COMM - \$300 or Vacation Conversion

For additional information regarding the Minnesota Deferred Compensation Plan, please visit <https://www.msrs.state.mn.us/mndcp> or call 651-296-2761

Insurance Benefits Overview 2019

The SEGIP Insurance & Wellness website has insurance information available for new hires and rehired employees to review online on the Minnesota Management & Budget website at <http://www.mn.gov/mmb/segip/index.jsp>. Or you may call 651-355-0100 for more information. In order to complete your Personal Enrollment Form, review the information contained in “Your Employee Benefits.” You can access this information by going to the MMB website at <https://mn.gov/mmb-stat/segip/doc/YEB.pdf>. You should review this information to make an educated decision regarding your insurance elections.

Health Plan Monthly Rates

HEALTH PLAN	Employee Coverage			Dependent Coverage			Family Coverage		
	Total	State	Emp.	Total	State	Emp.	Total	State	Emp.
Advantage Blue Cross	649.72	617.24	32.48	1260.90	1071.76	189.14	1910.62	1689.00	221.62
Advantage Health Partners	649.72	617.24	32.48	1260.90	1071.76	189.14	1910.62	1689.00	221.62
Advantage PreferredOne	649.72	617.24	32.48	1260.90	1071.76	189.14	1910.62	1689.00	221.62

Dental Plan Monthly Rates

DENTAL PLAN	Employee Coverage			Dependent Coverage			Family Coverage		
	Total	State	Emp.	Total	State	Emp.	Total	State	Emp.
State Dental Plan	39.84	26.34	13.50	78.04	39.02	39.02	117.88	49.04	68.84
Health Partners Dental	39.84	26.34	13.50	78.04	39.02	39.02	117.88	49.04	68.84

2019 Short-Term Disability Insurance:

Monthly Benefit	Group A semi-monthly	Group B & C Monthly

2019 Long-Term Disability Insurance:

Gross Annual Salary	Max. monthly benefit from all sources	Max. monthly benefit payable	Semi-monthly cost

Insurance Eligibility Date:

Basic Life Insurance:

Optional Pre-tax and Flexible Spending Accounts: Health and Dental Premium Account, Dependent Care Expense Account (day care), and Transit Expense Accounts.

Optional Employee or Spouse Life Insurance

For more information on participation in the Group Life Insurance Policy, please visit

<https://mn.gov/mmb/segip/benefits/life-insurance/>.

Per \$5,000 in Coverage

Age of Employee or Spouse	Monthly	Semi-Monthly
under age 30	0.30	0.15
age 30 - 34	0.40	0.20
age 35 - 39	0.46	0.23
age 40 - 44	0.56	0.28
Age 45 – 49	0.96	0.48
Age 50 – 54	1.76	0.88
Age 55 – 59	2.76	1.38
Age 60 – 64	4.50	2.25
Age 65 – 69	7.26	3.63
Age 70 – 74	11.76	5.88
Age 75 – 79	19.00	9.50
Age 80 – 84	30.76	15.38
Age 85- 89	61.50	30.75

Child Life Insurance

Coverage Amount	Monthly	Semi - Monthly
\$10,000	0.84	0.42

Accidental Death and Dismemberment Insurance

Cost for \$5,000 in coverage

Monthly	Semi - Monthly
0.16	0.08

2019 Minnesota Advantage Health Plan Schedule of Benefits

2019 Benefit Provision	Cost Level 1 - You Pay	Cost Level 2 - You Pay	Cost Level 3 - You Pay	Cost Level 4 - You Pay
A. Preventive Care Services <ul style="list-style-type: none"> Routine medical exams, cancer screening Child health preventive services, routine immunizations Prenatal and postnatal care and exams Adult immunizations Routine eye and hearing exams 	Nothing	Nothing	Nothing	Nothing
B. Annual First Dollar Deductible (single/family)	\$150/300	\$250/500	\$550/1,100	\$1,250/2,500
C. Office visits for Illness/Injury, for Outpatient Physical, Occupational or Speech Therapy, and Urgent Care <ul style="list-style-type: none"> Outpatient visits in a physician's office Chiropractic services Outpatient mental health and chemical dependency Urgent Care clinic visits (in & out of network) 	\$25/30*copay per visit Annual deductible applies	\$ 30/35* copay per visit Annual deductible applies	\$60/65* copay per visit Annual deductible applies	\$80/85* copay per visit Annual deductible applies
D. In-network Convenience Clinics & Online Care (deductible waived)	Nothing	Nothing	Nothing	Nothing
E. Emergency Care (in or out-of-network) <ul style="list-style-type: none"> Emergency care received in a hospital emergency room 	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	\$100 copay Annual deductible applies	25% coinsurance Annual deductible applies
F. Inpatient Hospital Copay (waived for admission to Center of Excellence)	\$100 copay Annual deductible applies	\$200 copay Annual deductible applies	\$500 copay Annual deductible applies	25% coinsurance Annual deductible applies
G. Outpatient Surgery Copay	\$60 copay Annual deductible applies	\$120 copay Annual deductible applies	\$250 copay Annual deductible applies	25% coinsurance Annual deductible applies
H. Hospice and Skilled Nursing Facility (deductible waived)	Nothing	Nothing	Nothing	Nothing
I. Prosthetics, Durable Medical Equipment	20% coinsurance Not subject to annual deductible	20% coinsurance Not subject to annual deductible	20% coinsurance Not subject to annual deductible	25% coinsurance Annual deductible applies
J. Lab (including allergy shots), Pathology, and X-ray (not included as part of preventive care and not subject to office visit or facility copayments)	5% coinsurance Annual deductible applies	5% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
K. MRI/CT Scans	5% coinsurance Annual deductible applies	10% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
L. Other expenses not covered in A-K above, including but not limited to: <ul style="list-style-type: none"> Ambulance Home Health Care Outpatient Hospital Services (non-surgical) <ul style="list-style-type: none"> Radiation/chemotherapy Dialysis Day treatment for mental health and chemical dependency Other diagnostic or treatment related outpatient services 	5% coinsurance Annual deductible applies	5% coinsurance Annual deductible applies	20% coinsurance Annual deductible applies	25% coinsurance Annual deductible applies
M. Prescription Drugs 30-day supply of Tier 1, Tier 2, or Tier 3 prescription drugs, including insulin, or a 3-cycle supply of oral contraceptives Note: all Tier 1 generic and select branded oral contraceptives are covered at no cost.	\$14/25/50	\$14/25/50	\$14/25/50	\$14/25/50
N. Plan Maximum Out-of-Pocket Expense for Prescription Drugs (excludes PKU, Infertility) (single/family)	\$800/1,600	\$800/1,600	\$800/1,600	\$800/1,600
O. Plan Maximum Out-of-Pocket Expense (excluding prescription drugs) (single/family)	\$1,200/2,400	\$1,200/2,400	\$1,600/3,200	\$2,600/5,200

**Employees who complete the Health Assessment during Open Enrollment and agree to a health coaching call receive the lower office visit copayment for themselves and covered dependents. Employees hired after the close of Open Enrollment will automatically receive the lower copayment. This chart applies only to in-network coverage. Point-of-Service (POS), coverage is available only to members whose permanent residence is outside both the State of Minnesota and the Advantage plan's service area. This category includes employees temporarily residing outside Minnesota on temporary assignment or paid leave [including sabbatical]; and college students. It also applies to dependent children and spouses permanently residing outside the service area. Members enrolled in this category pay a \$350 single or \$700 family deductible and 30% coinsurance to the out-of-pocket maximum described in Section O above. Members pay the drug copayment described at Section M above to the out-of-pocket maximum described at Section N. This benefit must be requested. The Advantage Plan offers a standard set of benefits regardless of the selected carrier. There are differences in how each carrier administers the benefits, including the transplant benefit, in the referral and diagnosis coding patterns of primary care clinics, and in the definition of Allowed Amount.*

Dental Schedule of Benefits for 2019

Annual Maximum per person \$2,000 (does not apply to Orthodontia).

Orthodontics Lifetime Maximum per person \$2,400 (does not start over if you change dental plans).

	In-network Benefits	Out-of-network Benefits
Annual Deductible	\$50 per person \$150 per family	\$125 per person

Diagnostic and preventive care (deductible does not apply)

Covered Services	In-network Benefits	Out-of-network Benefits
Preventive care; examinations, x-rays, oral hygiene & teeth cleaning	100% coverage	50% coverage of the allowed amount
Fluoride treatment (to age 19)	100% coverage	50% coverage of the allowed amount
Space maintainers	100% coverage	50% coverage of the allowed amount
Sealants	100% coverage	50% coverage of the allowed amount

Restorative care and prosthetics (deductible applies)

Covered Services	In-network Benefits	Out-of-network Benefits
Fillings (customary restorative materials)	80% coverage	50% coverage of the allowed amount
Oral surgery	80% coverage	50% coverage of the allowed amount
Periodontics (gum disease therapy)	80% coverage	50% coverage of the allowed amount
Endodontics (root canal therapy)	80% coverage	50% coverage of the allowed amount
Inlays and overlays	80% coverage	50% coverage of the allowed amount
Restorative crowns	80% coverage	50% coverage of the allowed amount
Implants	80% coverage	50% coverage of the allowed amount
Fixed or removable bridgework	80% coverage	50% coverage of the allowed amount
Full or partial dentures	80% coverage	50% coverage of the allowed amount
Dental relines or rebases	80% coverage	50% coverage of the allowed amount
Orthodontics	80% coverage (deductible does not apply)	50% coverage of the allowed amount (deductible does not apply)

Emergency services are covered at the same benefit level as non-emergency services. See Certificate of Coverage for specific plan limitations.

Flexible spending accounts (FSA) or pre-tax benefits

The FSA benefits offered by SEGIP can provide you with substantial tax savings by paying your health and dental plan premiums, eligible dependent day care, out-of-pocket medical or dental, and transportation expenses with pre-tax dollars. Since your taxable income is reduced for social security, federal and state taxes, so are the taxes you pay. Since you pay less in taxes, your net income may be greater. Many employees can save a substantial amount.

The FSA benefits are available to employees paid through the State's Central Payroll. Employees of other organizations participating in SEGIP, paid through an independent payroll system, may have similar benefits. Ask your Human Resources office about the availability of FSA plans.

It's important to understand how pre-tax plans work so that you can take full advantage of the benefits available to you. One important rule to understand is the IRS "use or lose" rules. Because of the tax advantages of the pre-tax benefits, contributions to Dependent Care (daycare) pre-tax expense accounts that remain unclaimed by the end of a year will be forfeited. The Medical/Dental Expense Account (MDEA) will include a \$500 Carryover. This added benefit allows a participant to Carryover up to \$500 of unreimbursed money from your MDEA account over to the next plan year. The Carryover funds can be used for expenses in the next plan year. Any funds in excess of the allowed \$500 Carryover are subject to "Use or Lose" rules. The plan intends to use the Carryover feature while allowed by the IRS. Please see the 121 Benefits website for greater detail at: <http://www.121benefits.com/>. Be sure you fully understand these risks before you enroll in a pre-tax account.

Participation in the pre-tax benefits program has no effect on future state retirement pension benefits. Your retirement and disability benefits are always figured based on your gross salary, not your reduced taxable salary. However, your Social Security benefits may be slightly reduced because you're paying less in Social Security (FICA) taxes.

Health and Dental Premium Account

As an active employee on payroll, the Health and Dental Premium Account (HDPA) allows you to pay your share of MN Advantage Health Plan and State Dental Plan or State of Minnesota HealthPartners Dental Plan premiums for yourself and your qualified dependents with pre-tax dollars. You are automatically enrolled in this program when you sign up for insurance and all enrollment arrangements are made by your employer. No forms are necessary unless you choose to waive your right to this benefit and pay your premiums on a post-tax basis.

Dependent Day Care Expense Account

The Dependent Care Expense Account (DCEA) allows you to pay for certain dependent care (daycare) expenses with up to \$5,000 of pre-tax dollars. You participate in this program by enrolling during Open Enrollment. New employees must enroll within 35 days of employment, re-hire or reinstatement or within 35 days of the print date of their enrollment packet. Employees who become insurance eligible mid-year must enroll within 30 days of becoming eligible or within 30 days of the print date of their enrollment packet. **You must enroll each year during Open Enrollment for each plan year in which you wish to participate.**

Medical/Dental Expense Account

The Medical/Dental Expense Account (MDEA) allows you to pay for certain unreimbursed medical, dental, vision, and over-the-counter expenses with up to \$2,600 of pre-tax dollars. You participate in the program by enrolling during Open Enrollment. New employees must enroll within 35 days of their employment, re-hire, or reinstatement, or within 35 days of the print date of their enrollment packet. Employees who become insurance eligible mid-year must enroll within 30 days of becoming eligible or within 30 days of the print date of their enrollment packet. You must enroll each year during Open Enrollment for each plan year in which you wish to participate. **There is a minimum annual enrollment amount of \$100 in the MDEA.**

Pre-tax Debit Cards

The Benny Card contains the value of your annual MDEA election amount and Health Reimbursement Arrangement (HRA) amounts (when applicable). You can use the debit card to pay for qualified medical expenses not covered by your health insurance. The Benny Card automatically deducts the costs of your eligible expenses from your MDEA (or HRA when applicable).

Enrollment in an MDEA account during the annual Open Enrollment will allow you to take advantage of this convenient method for expense reimbursement.

Transit Expense Accounts

The Transit Expense Accounts (TEA) allows you to pay for certain costs associated with your work related commute with pre-tax dollars. The Transit Expense Account-Parking covers out of pocket parking fees. You may contribute up to the Federal/State maximum (see the administrator's Website at: <http://www.121benefits.com/> for current annual/monthly limits). The Transit Expense Account-Bus Pass/Vanpool covers out of pocket bus pass, light rail or van pool expenses. You may contribute up to the Federal/State maximum allowed.

You may enroll at any time and you may make monthly changes. Unlike the MDEA and DCEA, funds left in your account at the end of the year may be carried forward to the next year, provided you re-enroll in the plan for the next year either during the annual Open Enrollment or prior to the start of the new plan year. The minimum annual election is \$50.

Payroll Deducted Transit Accounts

These accounts allow you to pay for payroll-deducted parking and bus pass expenses with pre-tax dollars. If you have parking or bus pass deductions from your paycheck, you are automatically enrolled in the Payroll Deducted Account.

You must enroll each year in the Medical/Dental Expense Account, the Dependent Care (daycare) Expense Account, and the Transit Expense Accounts during Open Enrollment. The payroll-deducted premium and transit accounts continue from one year to the next.

Limited Purpose MDEA and HRA

A limited purpose MDEA is a savings option for employees who are enrolled in a Health Savings Account (HSA). The limited purpose MDEA works the same way a standard MDEA does: pre-tax, "use it or lose it" elections, and expenses must occur within the plan year. The difference is that it limits what expenses are eligible for reimbursement. In a limited purpose MDEA, you can only submit claims for eligible vision, dental or preventative medical expenses.

SEGIP members participating in the ACDHP are only eligible for a limited purpose MDEA. ACDHP participants must also classify their HRA as limited purpose. This also applies to SEGIP members that participate in an HRA. Additionally, SEGIP members covered by a spouse participating in a high deductible health plan and HSA with their employer are only eligible to participate in a limited purpose MDEA.

For more information about the pre-tax benefits and the Benny Card, contact your plan administrator:

121 Benefits

121 Benefits

730 2nd Ave. S., Ste. 400

730 Building

Minneapolis, MN 55402-2466

(612) 877-4321

(800) 300-1672

(612) 877-4322 (fax)

<http://www.121benefits.com/>

New Employee Checklist

Welcome to the Department of Administration! Here is a checklist that will help ensure that you are prepared for your first days as a new state employee.

Advance Preparation

- Confirm salary and start date/time with your manager.
- Complete On-Boarding forms (received from Human Resources) online.
- Make sure that you have been in contact with your manager and know where to park/ where to meet on your first day.

Parking Information for State Employees <https://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/>

Metropass Bus Card Program for State Employees

<https://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/>

What to Expect on Your First Day

- Meet co-workers/work unit, including individuals working in other divisions/work units who will be working with you.
- Sign the position description, one copy is yours to keep and one is to be forwarded to Human Resources. Discuss expectations and any questions about the position.
- Discuss the division's organizational chart and how it relates to the Department of Administration with your manager.
- Ensure a time has been arranged for you to meet with the HR office in order to complete the I-9 (Immigration & Naturalization) form, etc.
- Attend a New Employee Orientation Meeting (every other Wednesday, from 2pm-4pm in the Human Resources Office – 301 Centennial Office Building).
- Review computer set-up (email; how to reserve conference rooms; specific databases, etc.)
- Review how to operate machines (photocopier, fax, printers, etc.)
- Go to Capitol Security to obtain an employee identification card.
- Tour the building/work area (how to use access card, restrooms, break rooms, supply room, conference rooms, fire exits/stairwells, mailbox, etc.)
- Review telephone numbers and how the phone works.
- Review formal work hours (starting & quitting times, importance of attendance and punctuality, lunch and break times, etc.)
- Review how to request time off (how and to whom absences are reported, call-in procedures when ill, vacation scheduling, if applicable).
- Review where and how to enter timesheet data; review payroll schedule.
- Review emergency procedures (building procedures, fire evacuation procedure, weather emergencies, etc.)
- Schedule regular opportunities to check-in with your manager to get feedback on performance for first 3-6 months.

Within two weeks of start date

- Review the probationary period and performance reviews during the probationary period. (if applicable)
- Start making your benefit selections (must be done with 35 days of your first day of work).
- If you haven't already, make sure you have completed all mandatory trainings.
- If this is a supervisory position and you have never attended the State required **Supervisory Core** Training, you must arrange to attend this training prior to completing the probationary period.
- If this is a managerial position and you have never attended the State required **Managerial Core** Training, you must arrange to attend this training prior to completing the probationary period.

Be sure to notify your supervisor or manager if any of the items on this checklist are not covered as you get started at Admin. If you have any questions regarding the steps outlined in this document please feel free to email [ADMIN HR](#).

Useful Websites

Minnesota Department of Administration

<https://mn.gov/admin/>

State of Minnesota Portal

<https://mn.gov/>

Minnesota Management and Budget

<https://www.mn.gov/mmb/>

Department of Admin Human Resources

<https://mn.gov/admin/employees/hr/>

Minnesota Office of Continuous Improvement

<https://mn.gov/admin/government/continuous-improvement/>

Enterprise Learning and Development Courses

<https://mn.gov/mmb/eld/>

Labor Relations Information

<https://mn.gov/mmb/employee-relations/labor-relations/>

Parking Information for State Employees

<https://mn.gov/admin/government/buildings-grounds/parking-transportation/parking/>

Metropass Bus Card Program for State Employees

<https://www.mn.gov/admin/government/buildings-grounds/parking-transportation/alternative-transportation/>

Maps of State Capitol Campus

<https://mn.gov/admin/government/buildings-grounds/maps/>

Cafeteria Locations and Menus

<https://mn.gov/admin/government/buildings-grounds/building-management/cafeterias/>

Employee Self Service

<https://www.state.mn.us/employee>

Employee Webmail (Outlook Web Access)

<http://outlook.office365.com/>

State Employee Directory (White Pages)

<https://mn.gov/portal/whitepages/>

MN.IT Mall (Ticketing System for IT Service Desk and Requests)

<https://mn-it-services.us.onbmc.com/>