

**TEXAS DEPARTMENT OF CRIMINAL JUSTICE  
New Employee Document Receipt**

Last Name, First Name, MI	Social Security Number	Date of Employment

**Instructions: Write your initials on the line next to each document received.**

My initials acknowledge receipt of the documents provided to me during my Direct Hire Session. I understand that it is my responsibility to read these documents, thereby being advised of their contents, and I do agree to abide by the stated laws, standards, rules and regulations in accordance with my employment with the Texas Department of Criminal Justice. Every effort has been made to ensure that this Direct Hire Packet contains up-to-date policies, procedures, and forms. However, because of the need to periodically alter such policies, procedures, and forms there is no guarantee that all policies, procedures and forms contained herein are current. The TDCJ reserves the right to change its policies, procedures and forms at any time. The employee is urged to consult his/her human resources representative to inquire about updates to such policies, procedures and forms.

**Direct Hire Part 1 – B: Documents Received**

- \_\_\_\_\_ TDCJ Mission, Philosophy and Hostage Statements (10/10)
- \_\_\_\_\_ PERS 20, Excerpt From Texas Government Code Chapter 403, Subchapter L Property Accounting (09/02)
- \_\_\_\_\_ PD-28, Dress and Grooming Standards and Attachment A (reduced format) (07/01/2010)
- \_\_\_\_\_ PERS 19, Notice of Prohibitions (reduced format) (11/14)
- \_\_\_\_\_ Employee Identification Card and Commissary Service Option System Instructions (02/10)
- \_\_\_\_\_ Wage and Hour Training Handout (05/15/2015)
- \_\_\_\_\_ I have viewed the *Wage and Hour Training* video, September, 2016
- \_\_\_\_\_ Direct Deposit Authorization and Instructions (04/2014)
- \_\_\_\_\_ Employee Paycard Authorization (12/2013) and Instructions (11/2013)
- \_\_\_\_\_ ED-02.01, TDCJ Ethics Policy (reduced format with attachment) (12/3/2015)
- \_\_\_\_\_ Notice of Standards of Conduct (11/01/2014)
- \_\_\_\_\_ ED-02.02, Fraud, Prevention, Detection, and Reporting (reduced format) (11/12/2009)
- \_\_\_\_\_ I have viewed the *Inside Job* video (2007)
- \_\_\_\_\_ 2016-2017 HIV and Hepatitis Annual Update
- \_\_\_\_\_ Workers' Compensation Coverage IOC (11/01/2007)
- \_\_\_\_\_ Notice to Employees Concerning Workers' Compensation in Texas in English and Spanish (reduced format) (01/13)
- \_\_\_\_\_ SORM Publication, *Workers' Compensation Benefits for State Employees Brochure* (08/03/07)
- \_\_\_\_\_ IMO Med-Select Employee Network Notification Packet(08/06/14)
- \_\_\_\_\_ Employee Assistance Program
- \_\_\_\_\_ TDCJ Random Drug Testing Program Announcement (09/01/2016)
- \_\_\_\_\_ PERS 382, Domestic Violence Definitions (09/2010)
- \_\_\_\_\_ PD-13, Sexual Harassment and Discourteous Conduct of a Sexual Nature, (reduced format w/o attachments) (05/01/2017)
- \_\_\_\_\_ Excerpt from PD-22, General Rules of Conduct & Disciplinary Action Guidelines for Employees (reduced format) (01/01/2017)
- \_\_\_\_\_ PD-27, Employment Status Pending Resolution of Criminal Charges or Protective Orders, (reduced format) (08/01/2015)
- \_\_\_\_\_ PD-30, Employee Grievance Procedures (reduced format without attachments) (11/01/2009)
- \_\_\_\_\_ PD-31, Discrimination in the Workplace (reduced format without attachments) (11/01/2014)
- \_\_\_\_\_ FMLA Poster, Employee Rights and Responsibilities (04/16)
- \_\_\_\_\_ The Executive Director's letter on Equal Employment Opportunity and Zero Tolerance for Discrimination, including Sexual Harassment (01/02/2017)
- \_\_\_\_\_ I have viewed *The Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and Advisory Council on Ethics* training video, January 2017

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**Direct Hire Part 2 – B: Documents Received**

- \_\_\_\_\_ ERS publication - Retirees Who Return to Work (4 pages, 05/03/2016)
- \_\_\_\_\_ Benefit Replacement Pay, Longevity Pay, Hazardous Duty Pay and Vacation Accrual Rates for Working Retirees (09/01/2014)
- \_\_\_\_\_ Estimated Insurance Calculation Worksheet (09/01/2016) (calculated and provided by instructor)
- \_\_\_\_\_ Voluntary Accidental Death and Dismemberment (AD&D) Premium Chart (01/01/2015)
- \_\_\_\_\_ ERS publication – New Employee Benefits Guide Plan Year 2017 (ERS Booklet provided by instructor)
- \_\_\_\_\_ Automatic 401(k) Enrollment – Employee Announcement (09/01/2016)
- \_\_\_\_\_ ERS Summary of Notice of Privacy Practices (HIPAA Short Form)
- \_\_\_\_\_ Continuation Coverage Notification (COBRA) (5 pages, 07/2014)
- \_\_\_\_\_ Health Insurance Marketplace Notice (2 pages, 10/01/2013)

\_\_\_\_\_  
**Employee Signature**

\_\_\_\_\_  
**Date**

**NOTE TO EMPLOYEE: With few exceptions, you are entitled upon request: (1) to be informed about the information the agency collects about you; and (2) under Sections 552.021 and 552.023 of the Government Code, to receive and review the collected information. Under Section 559.004 of the Government Code, you are also entitled to request, in accordance with the agency's procedures, that incorrect information that the agency has collected about you be corrected.**