

**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) (08/01/2017)
- _____ 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)
- _____ Plan Year 2018 Rates Sheet
- _____ 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)
- _____ ERS Notice of Creditable Coverage Plan Year 2018

Employee Signature

Date

Note to Employee: With few exceptions, you are entitled upon request: (1) to be informed about the information the TDCJ collects about you; and (2) under Texas Government Code §§ 552.021 and 552.023, to receive and review the collected information. Under Texas Government Code § 559.004, you are also entitled to request, in accordance with the TDCJ procedures, that incorrect information the TDCJ has collected about you be corrected.