

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. I understand I should consult with my human resources representative about updates to policies, procedures, and forms.

Direct Hire: Documents Received

Payroll

- _____ 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)

New Employee Documents

- _____ TDCJ Mission, Philosophy and Hostage Statements (10/10)
- _____ PD-28, Dress and Grooming Standards and Attachment A (reduced format) (07/01/2010)
- _____ PERS 19, Notice of Prohibitions (reduced format) (02/21)
- _____ Employee Identification Card and Commissary Service Option System Instructions (02/10)
- _____ ED-02.01, TDCJ Ethics Policy (reduced format with attachment) (12/4/2017)
- _____ Notice of Standards of Conduct (11/01/2014)
- _____ ED-02.02, Fraud, Prevention, Detection, and Reporting (reduced format) (12/16/2016)
- _____ Employee Assistance Program
- _____ TDCJ Random Drug Testing Program Announcement (08/01/2020)
- _____ PD-13, Sexual Harassment and Discourteous Conduct of a Sexual Nature, (reduced format w/o attachments) (01/01/2021)
- _____ Excerpt from PD-22, General Rules of Conduct and Disciplinary Action Guidelines for Employees (reduced format) (11/01/2019)
- _____ 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) (07/01/2018)
- _____ PD-31, Discrimination in the Workplace (reduced format without attachments) (08/01/2017)
- _____ Employee Rights and Responsibilities Under the Family and Medical Leave Act (04/16)
- _____ I have viewed the *Cybersecurity Awareness Training* video, June 20, 2018
- _____ The Executive Director's letter on Equal Employment Opportunity and Zero Tolerance for Discrimination, including Sexual Harassment (01/04/2021)
- _____ I have viewed *The Executive Director's Statement on Illegal Discrimination, Equal Employment Opportunity Training and The Advisory Council on Ethics* training video, February 15, 2018

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Injury and Disease

- _____ 2019-2020 HIV and Hepatitis Annual Update
- _____ Workers' Compensation Coverage IOC (04/13/2020)
- _____ Notice to Employees Concerning Workers' Compensation in Texas in English and Spanish (reduced format) (09/01/13)
- _____ SORM publication, Workers' Compensation Benefits for State Employees Brochure (06/02/16)
- _____ CareWorks, Employee Notice of Network Requirements Packet

Return To Work Retirees

- _____ ERS publication - Retirees Who Return to Work (4 pages, 10/18/2018)
- _____ Working Retiree Benefits (11/05/2018)

Benefits Forms

- _____ Automatic 401(k) Enrollment – Employee Announcement (07/01/2020)
- _____ 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)

Insurance

- _____ ERS publication – New Employee Benefits Guide Plan Year 2021
- _____ ERS publication – HMOs No Longer Offered in the Texas Employees Group Benefit Program (GBP) Starting September 1 (April 7, 2021)

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.