

**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 – Notice of Creditable Coverage Plan Year 2022 (3/26/2021)
- \_\_\_\_\_ ERS Publication – HMOs No Longer Offered in the Texas Employees Group Benefit Program (GBP) Starting September 1 (April 7, 2021)
- \_\_\_\_\_ ERS Publication – Plan Year 2022 Rates (5/28/2021)
- \_\_\_\_\_ ERS Publication – Health Plans Comparison Chart for Plan Year 2022 (5/17/2021)

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**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.