

Chapter: Conditions of Employment
Title: New Employee Orientation

Effective Date: 12/1/11
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New

ACA Standard(s): 4-JCF-6D-01, 6D-02, 6F-01

(a) Policy.

Each employee of the Texas Juvenile Justice Department (TJJD) participates in a new employee orientation (NEO) session upon hire.

(b) Procedures.

- (1) The NEO session is coordinated by the appropriate human resources office.
- (2) During the NEO session, an employee receives copies of various employment-related documents and personnel policies and makes decisions regarding various benefits. In addition, the employee is informed that access to the Personnel Policy and Procedure (PRS) manual is available either by internet/intranet access and that the local human resource office or the central human resource office is available to assist with information on and interpretation of PRS policies.
- (3) Documents provided to and discussed with the employee during the NEO session are identified on the New Employee Orientation Summary of Topics form, HR-014. The documents include but are not limited to:
 - (A) Information Security and Non-Disclosure Agreement, HR-016;
 - (B) Prohibited Acts of Agencies and Individuals (Sec. 556.004 – 556.008, Texas Government Code), HR-154;
 - (C) Notice of Improper Sexual Activity with Person in Custody, HR-270;
 - (D) Workers' Compensation Notice to New Employees (Texas Department of Insurance, Division of Workers' Compensation Rule 110.101);
 - (E) Workers' Compensation Benefits for State Employees (State Office of Risk Management publication);
 - (F) HIV, AIDS, & the Workplace Fact Sheet (Texas Department of State Health Services publication);
 - (G) Instructions for the agency's Sexual Harassment and Discrimination eCourse and the Ethics and Confidentiality eCourse;
 - (H) TJJD Employee Handbook, which includes sections discussing the agency's policies regarding:
 - (i) equal employment opportunity;
 - (ii) inappropriate sexual conduct;
 - (iii) attendance and punctuality;
 - (iv) reporting youth mistreatment, fraud, and illegal activities;
 - (v) safety and workers' compensation;
 - (vi) drug-free workplace;
 - (vii) the employee assistance program;
 - (viii) information technology resources;
 - (ix) the employee general rules of conduct and disciplinary process;
 - (x) leaves of absence and other benefits; and
 - (xi) the employee grievance process;

- (I) PRS.02.03 (Standards of Conduct and Ethics)
 - (J) PRS.02.09 (Staff/Youth Relationships);
 - (K) PRS.02.17 (Workers Health and Safety Drug-Free Workplace Program);
 - (L) PRS.02.50 (Dress Standards)
 - (M) PRS.23.05 (Occupational Exposure);
 - (N) Notice of Employee Rights and Responsibilities Under the Family and Medical Leave Act (WH 1420); and
 - (O) PRS.31.05 (Crime Victims' Confidentiality).
- (4) Other items discussed during the NEO session include but are not limited to the following topics and any related forms:
- (A) Payroll deductions; and
 - (B) Prior state employment verification (to include informing the employee that, if applicable, the local HRA will compare the information provided by the employee during the NEO session to the employee's employment application and/or resume).
- (5) The employee will sign the New Employee Orientation Summary of Topics form, HR-014. By signing the form, the employee acknowledges receipt and review of the identified policies, procedures, work rules, regulations, conditions of employment, and code of ethics. The form will become a permanent part of the employee's personnel record.
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