By my signature below, I certify that I have been provided with a New Employee Orientation Manual or have been advised how to access the manual online. I understand that it is my responsibility to read, understand, and adhere to the policies, provisions, and processes contained in the New Employee Orientation Manual. Further, I understand that it is my responsibility to contact the appropriate manager at my work location for an explanation if I have questions concerning any of the information contained in the New Hire Orientation Manual.

Organizational Structure
Organization Vision, Mission, Goals, & Values
The HR Payroll System
  Position Settings
  Weekly Time Reporting for NON ESS/MSS
  Weekly Time Reporting for ESS/MSS
  Leave Quotas
  Pay

Leave
  Vacation Leave
  Sick Leave
  Bonus Leave
  Holidays/Holiday Leave
  Compensatory Leave
  Community Service Leave
  Civil Leave
  Military Leave
  Adverse Weather Leave
  Family and Medical Leave (FMLA)
  Family Illness Leave (FIL)
  Voluntary Shared Leave
  Leave Without Pay

Longevity Pay
Retirement Benefits
Supplemental Retirement Options
Disability Income Plan of NC (Short/Long Term)
Worker’s Compensation
Death Benefit
Health Insurance Benefit
NC Flex Benefits
Enrollment Information
Affordable Care Act
Law Enforcement Specific Benefits
Employee Assistance Program
WeCare
Performance Management
Disciplinary Action and Grievances

Employment Policies & Information
  Appointment Types
  Merit-Based Hiring and Selection
  Equal Employment Opportunity
  Americans with Disabilities Act
  Employment of Relatives
  Secondary Employment
  Salary Adjustment

Records and Release of Information
  Personnel Records
  Records Open for Inspection
  Procedures for Release

Professional Standards and Conduct
  Personal Appearance
  Workplace Violence
  Unlawful Workplace Harassment
  Prison Rape Elimination Act (PREA)
  Personal Dealing with Offenders
  Limitation of Political Activity
  Reporting Theft /Misuse of State Property
  Alcohol and Drug Free Workplace
  Employee Gift Ban
  Criminal Convictions with Firearms
  Criminal & Motor Vehicle Offenses
  Criminal Offenses for Certified Officers
  Domestic Violence Orders
  Providing Inmates with Cell Phones
  Travel Policy
  State Vehicle Use
  Interacting with the Media

Workplace Safety & Health
  HIV/AIDS

Information Technology Policies
  Internet / Email Acceptable Use
  Laptop and Mobile Device Use
  Copyright Infringement
  Social Media

Employee PRINTED Name

Employee Signature Date

Trainer/Witness/Supervisor Signature Date

01/2015