

ATTACHMENT THREE
NEBRASKA DEPARTMENT OF CORRECTIONAL SERVICES
Receipt of NDCS Rules and Regulations

Name (Please Print)

Facility/Program

My initials and signature verify I have received the following laws, administrative regulations and employee handbook; understand their significance; and that it is my responsibility to read these documents in their entirety. I will remain in compliance with the following requirements. I further understand this acknowledgement will be entered into my personnel file.

INITIALS

- _____ 1. **A.R. 112.13, NE Department of Correctional Services Drug Free Workplace Policy** (See Training Manual – Orientation Materials Section)
- _____ 2. **A.R. 112.17, NE Department of Correctional Services Employee Dress and Grooming Standards** (See Training Manual – Orientation Materials Section)
- _____ 3. **A.R. 112.31, NE Department of Correctional Services Code of Ethics and Conduct** (See Training Manual – Section 1)
- _____ 4. **A.R. 112.06, NE Department of Correctional Services Management of Employee Performance** (See Training Manual – Section 1)
- _____ 5. **A.R. 112.07, NE Department of Correctional Services Equal Employment Opportunity and Policies Against Workplace Discrimination and Harassment** (See Training Manual – Section 2)
- _____ 6. **A.R. 104.06, Computer Equipment and Telephone Usage Policy** (See Training Manual – Orientation Materials Section)
- _____ 7. **A.R. 112.33, Leave Provisions** (See Training Manual – Orientation Materials Section)
- _____ 8. **A.R. 115.10, Pharmacy Medication Distribution, Access and Training** (See Training Manual – Orientation Materials Section)
- _____ 9. **Neb. Rev. Stat. §§83-415 and 417, Laws Pertaining to Employees of the NE Department of Correctional Services** (See Training Manual – Orientation Materials Section)
- _____ 10. I have received a copy of the Rights and Responsibilities under the State Effectiveness Act.
- _____ 11. **NE Department of Correctional Services Employee Handbook** (DCS-A-per-019, Current edition)
- _____ 12. **Inmate Con-Games handout** (See Training Manual – Section 14)
- _____ 13. If having secondary employment or changing secondary employment, I know I am required to secure prior supervisory approval by completing an Outside Employment and Private Business Interest/Ownership Request form (DCS-A-per-026-pc), with the completed, signed form filed with my worksite's Human Resources office.
- _____ 14. I understand my responsibilities if I or a family member has a private business interest/ownership, which includes notice to my supervisor, Program Administrator or Deputy Director and completion of an Outside Employment and Private Business Interest/Ownership Request form (DCS-A-per-026-pc), with the completed, signed form filed with my worksite's Human Resources office.
- _____ 15. When requested, I understand I am required to provide required documentation of proof for eligible dependents covered under my health, dental, and/or vision. Failure to do so may result in disciplinary action, up to and including termination.
- _____ 16. I have received written notice of the Hatch Act, and understand my responsibilities under the Act.
- _____ 17. I am required to immediately report, in writing, any arrest or citation for law violations (other than minor traffic offenses) to my Warden/Program Administrator.
- _____ 18. I am required to immediately report, in writing, through my supervisor, the arrival of any inmate to whom I am related or whose social relationship with me could result in real or perceived problems.
- _____ 19. I am required to return all state property, to include but not limited to, badge, insignia, I.D., key(s), and uniforms for personnel changes, e.g., promotions, and at the termination of my employment. I also understand failure to do so may result in discipline, or if terminating my employment, my personnel records will show I did not leave in good standing.
- _____ 20. I understand disciplinary actions may be imposed for violations of the above laws, Administrative Regulations and other ARs/policies, as outlined in Chapter 14 of the State of NE Classified Systems Personnel Rules and Regulations, Article 10 of the Labor Contract between the State of Nebraska and the NE Association of Public Employees (NAPE/AFSCME) AND Article 3 of the Labor Contract between the State of Nebraska and the State Code Agencies Teachers Association (SCATA). (See Training Manual Sections 1 and 2)

Employee Signature

Date

NOTE: A *Personnel Manual*, containing Classification Specifications, Rules and Regulations, Labor Contracts, Statutes, and Employee Handbook is located in the Human Resources section of each facility and is available for all employees to view.

Original: Employee Personnel file