

North Carolina Department of Public Safety

NEW EMPLOYEE ORIENTATION ACKNOWLEDGEMENT AND STATEMENT OF UNDERSTANDING

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
- Other Mgt Approved 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

Unemployment Insurance

Employee Assistance Program

WeCare

Performance Management/NCVIP

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 Administration/General Pay

Records and Release of Information

- Personnel Records
- Records Open for Inspection
- Procedures for Release
- Medical Records

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