

# DCR Policies - Employee Acknowledgement



Provide **DCR New Hires** with the below listed policies from DCR, DOP and OT. Those marked with an \* require an employee signed acknowledgement. After distributing each policy/bulletin to the employee, they must initial next to each one to acknowledge receipt. Upon completion, provide a copy to the employee, and DAS HR will place this original in the employee's Personnel File. DCR Policies <https://dcr.wv.gov/aboutus/Pages/Policies.aspx>

DOP Policies <https://personnel.wv.gov/rules/policies/Pages/default.aspx> WVOT Policies <https://technology.wv.gov/ot-policies>.

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

DCR Policy	Employee Initials
WV Executive Branch Confidentiality Agreement	
<b>BTSD Protocol (HR hire only)</b>	
101.00 Purpose and Mission	
105.00 Information Technology	
105.08 Records Management Program	
111.00 Training and Employee Development	
115.00 Worker's Comp and Return to Work Program	
129.00 Code of Conduct and Progressive Action	
129.03 Reporting Arrests and DV Protective Orders by Employees	
129.06 Hours, Schedules and Overtime	
129.07 Employee Grievance Procedures	
129.08 Leave Usage	
129.09 Leave Misuse	
129.12 Uniform and Grooming Standards	
129.15 Severance Pay	
129.23 Dress Code for Non-Uniformed Staff	
129.24 Employee and Inmate/Resident/Parolee Interaction Guidelines	
* 131.00 Prohibited Workplace Harassment	
131.01 Equal Employment Opportunity and Affirmative Action	
131.02 Probationary Period	
136.00 Tobacco-Free Workplace	
* 137.00 Drug and Alcohol-Free Workplace	
* 138.00 Employee Performance Appraisals (EPA)	
140.00 Personnel Records	
141.00 Code of Ethics	
141.01 Nepotism	
141.03 Other Employment/Certain Volunteer Activities	
143.00 Employee Assistance Program	
146.00 Confidentiality	

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

DCR Policy		Employee Initials
	305.00 Inmate/Resident Count	
	311.00 Entrance Security/Contraband Interdiction	
*	311.06 Workplace Security	
	322.00 State Vehicle Operation & Fleet Coordination	
	325.00 Discipline Inmates	
	325.07 Juvenile Resident Discipline	
	430.00 Prison Rape Elimination Act (PREA) Compliance	

## DOP & OT Policies - Employee Acknowledgement

Provide new hires with links to access DOP & OT policies. Those marked with an \* require an employee signed acknowledgement. Employee must initial next to each policy below to acknowledge receipt. Upon completion, employee will provide this checklist to DAS HR

DOP policies <https://personnel.wv.gov/rules/policies/Pages/default.aspx>

WVOT policies <https://technology.wv.gov/ot-policies>

DOP / OT Policy		Employee Initials
	DOP-P04 Emergency Situations/Inclement Weather Policy	
	DOP-P10 Witness/Jury Service Policy	
	DOP-P18 Supervisor/Manager Training Program	
	DOP-P23 FMLA/PLA	
	DOP-B2 Whistleblower Law Bulletin	
	DOP-B5 Fair Labor Standards Act Bulletin	
	WVOT-PO1002 Acceptable Use of State-Issued Portable/Mobile Devices	
	WVOT-PO1005 Email Use Standards	
	WVOT-PO1006 Data Classification	
	WVOT-PO1010 Acceptable Use of Instant Messaging	
	WVOT-PO1011 Digital Media Protection	
	WVOT-PO1012 Contract Management	
	WVOT-PO1013 Data Backup and Retention	
	WVOT-PO1014 Malicious Software Protection	
*	WVOT-PO1017 Social Media Access and Use	
	WVOT-PO1018 Network Violation Management	
	WVOT-PO1021 Account Management	
	WVOT-PO1022 Acceptable Internet Usage	
	WVOT-PO1033 Acceptable Use of Google Drive	
	WVOT-CIO-24-001 Cloud Data Retention	