

 <p>ARIZONA DEPARTMENT OF CORRECTIONS</p> <p>DEPARTMENT ORDER MANUAL</p>	<p>CHAPTER: 500</p> <p>PERSONNEL/HUMAN RESOURCES</p>	<p>OPR:</p> <p>SS</p> <p>AS</p> <p>OPS</p>
	<p>DEPARTMENT ORDER: 511</p> <p><b><i>EMPLOYEE HANDBOOKS</i></b></p>	<p>SUPERSEDES:</p> <p>DO 511 (9-1-96) DI 78 (6-11-98)</p>
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## PURPOSE

The Employee Handbook provides employees with a concise reference of rules and the Department's written instructions that affect employees' duties and responsibilities. This Department Order assigns responsibility and establishes the methods for the revision and distribution of the Employee Handbook.

## PROCEDURES

### 511.01 EMPLOYEE HANDBOOKS

- 1.1 Employee Responsibilities - Employees shall:
  - 1.1.1 Complete and sign the Handbook Receipt, Form 511-1, upon receiving an Employee Handbook (Handbook).
  - 1.1.2 Read, understand and comply with the Handbook's guidelines.
- 1.2 Review and Revisions - The Human Services Bureau Administrator or designee shall ensure the Handbook is reviewed every two years and updated or revised if necessary.
- 1.3 Distribution
  - 1.3.1 The Human Resources Operations (HRO) Unit (for Central Office employees) and Human Resources Liaisons (for field employees) shall:
    - 1.3.1.1 Ensure each new employee receives a copy of the Handbook.
    - 1.3.1.2 Ensure each employee receiving a copy of the handbook completes and signs the Handbook Receipt form.
    - 1.3.1.3 Date and sign, as a witness, the completed form.
  - 1.3.2 Human Resources Liaisons shall:
    - 1.3.2.1 Make two copies of the completed form, giving one to the employee and placing the other in the employee's Institution/Bureau Personnel File.
    - 1.3.2.2 Forward the original completed form to the Human Services Bureau for inclusion in the employee's Central Office Personnel File.
    - 1.3.2.3 Maintain a sufficient supply of Handbooks for new employees and employees without computer access.

## IMPLEMENTATION

The Division Director for Support Services shall ensure:

- The Human Services Bureau reviews and revises the Employee Handbook.
- The Human Services Bureau oversees the printing of the Employee Handbook.

- The Staff Development and Training Bureau provides all COTA cadets with written and oral explanation of the content of the Employee Handbook as part of the curriculum and orientation process at COTA.

The Division Director for Administrative Services shall:

- Ensure the current edition of the Employee Handbook is posted on the ADC Net.

{Original Signature on File}

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Charles L. Ryan  
Director

#### **FORMS LIST**

Handbook Receipt, Form 511-1