

CHAPTER: 500
Personnel/Human Resources

DEPARTMENT ORDER:
511 – Employee Handbooks

OFFICE OF PRIMARY
RESPONSIBILITY:
HR

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N/A

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ACCESS

Contains Restricted Section(s)

Arizona Department of Corrections Rehabilitation and Reentry



Department Order Manual

A handwritten signature in black ink, appearing to read "David Shinn", is written over a horizontal line.

David Shinn, Director

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EXPECTED PRACTICES

American Correctional Association (ACA) Expected Practices: 5-ACI-1C-25

PURPOSE

This Department Order assigns responsibility and establishes the methods for the revision and distribution of the Arizona Department of Corrections, Rehabilitation and Reentry Employee Handbook (handbook).

RESPONSIBILITY

The Chief Human Resources Officer is responsible for oversight of the Department's handbook.

PROCEDURES

- 1.0 **EMPLOYEE HANDBOOKS** – The handbook provides employees with a concise reference of rules and the Department's written instructions that affect employees' duties and responsibilities.
 - 1.1 Health Impact Program (HIP) - HIP is an award-winning, voluntary program that allows the employee to take action, track progress and earn points while striving towards better health and well-being. More information can be found in the employee handbook and at the [Health Impact Program webpage](#). {5-ACI-1C-25}
 - 1.2 Employees shall:
 - 1.2.1 Read the handbook available on the ADCNet intranet website - [Employee Information webpage](#) or the copy provided to them if they do not have computer access.
 - 1.2.2 Complete and sign the Employee Handbook Receipt, Form 511-1, upon receiving a handbook **or after being advised how to access the handbook on the ADCNet intranet website**.
 - 1.2.3 Comply with the handbook's guidelines.
 - 1.2.4 Ensure that they refer to the most current handbook located on the ADCNet.
 - 1.3 The Human Resources and Development Group (HRDG) **Deputy Chief Human Resource Officer** or designee shall ensure:
 - 1.3.1 The handbook is reviewed every two years and updated or revised if necessary.
 - 1.3.2 The current edition of the handbook is posted on the ADCNet.
 - 1.4 The HRDG Human Resources Operations Unit (for Central Office employees) and Human Resources Liaisons (for field employees) shall:
 - 1.4.1 Ensure each new employee who reads the handbook on the ADCNet or receives a copy of the handbook completes and signs the Employee Handbook Receipt form.
 - 1.4.2 Date and sign, as a witness, the completed Employee Handbook Receipt form.

- 1.5 The Staff Development and Training Bureau shall provide all Correctional Officer Training Academy (COTA) cadets with written and oral explanation of the content of the handbook as part of the curriculum and orientation process at COTA.
- 1.6 Human Resources Liaisons shall:
 - 1.6.1 **Provide the original** completed form to the employee.
 - 1.6.2 **Scan a copy of** the completed form to the Human Resources Operations Unit for inclusion in the employee's **Electronic** Central Office Personnel File.
 - 1.6.3 Maintain a sufficient supply of handbooks for new employees and employees without computer access.

FORMS LIST

511-1, Employee Handbook Receipt