



Illinois Department of Corrections

Administrative Directive

Number: 03.02.101	Title: New Employees	Effective: 1/1/2021
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Authorized by:	<i>[Original Authorized Copy on File]</i> Rob Jeffreys Acting Director
Supersedes:	03.02.101 effective 2/1/2002

Authority: 5 ILCS 385/2 730 ILCS 5/3-2-2	Related ACA Standards: 5-ACI-1C-01, 06, 07, 09, 10, 11, 12, 16, 17, 20, 21, 22, 23
Referenced Policies: 01.02.104, 03.03.102	Referenced Forms: DOC 0034 – Employee Checklist

I. **POLICY**

The Department shall ensure all new employees are provided with appropriate payroll, insurance and retirement forms for completion, information regarding employment expectations and orientation.

II. **PROCEDURE**

A. **Purpose**

The purpose of this directive is to establish a written procedure describing the personnel process for new employees.

B. **Applicability**

This directive is applicable to all correctional facilities, offices, programs and parole services within the Department.

C. **Facility Reviews**

A facility review of this directive shall be conducted at least annually.

D. **Definition**

Employee – any person hired by a Department facility or office.

E. **Requirements**

1. New employees shall be provided with the applicable forms and material listed on the New Employee Checklist, DOC 0034. The completion of all applicable forms and material shall be documented on the DOC 0034, including the date and the signature of the employee and the personnel representative, the employing supervisor or a Staff Development Specialist. Completed forms shall be processed and filed as appropriate. The checklist shall be retained on file as follows:
 - a. The personnel representative at the correctional facility or program site shall ensure the DOC 0034 is placed in the employee's divisional file and a copy shall be sent to Shared Services to be retained in the employee's agency personnel file.
 - b. Central Office personnel staff shall meet with new Central Office employees to complete the DOC 0034. The completed DOC 0034 shall be retained in the employee's agency personnel file.

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NOTE: If a new employee's Supervisor completes the DOC 0034, he or she shall make a copy for his or her employee file and shall send the original form to Shared Services to be retained in the employee's agency personnel file.

2. New employees shall be photographed and issued an identification card in accordance with Administrative Directive 01.02.104.
 3. New employees shall be given orientation training in accordance with Administrative Directive 03.03.102.
 4. New employees shall be advised that the Department shall require all employees to be screened for tuberculosis at least once a year.
 5. The Personnel Office of the employing facility shall:
 - a. Within the first month of hire, screen each new employee's application form (CMS 100) to determine whether the employee is currently in default on a State educational loan.
 - b. Advise any employee who is in default on a State educational loan, in writing, that:
 - (1) As a condition of employment, he or she must make satisfactory arrangements with the maker or guarantor of the loan for repayment prior to the end of his or her probationary period or his or her employment status shall be terminated;
 - (2) Payroll deductions may be utilized for repayment of the loan; and
 - (3) When loan repayment arrangements have been made, he or she is responsible for providing a copy of the loan repayment schedule which has been certified as satisfactory by the maker or guarantor of the loan.
 - c. Prepare and maintain a list of all new employees who are in default, including each employee's name, number of months in default, total amount of default, maker or guarantor of the loan, and if applicable, date that the certified copy of the loan repayment arrangement was received.
 - d. If repayment arrangements have not been made by the beginning of the fifth month of employment, start termination action.
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