



*"Service with Excellence
and Integrity"*

Arkansas Department of Community Correction

Two Union National Plaza Building
105 West Capitol, 2nd Floor
Little Rock, Arkansas 72201-5731
(501) 682-9510 Fax: (501) 682-9513

To : Department of Community Corrections, Human Resources Section
Attention: Carla Anderson

From : Incumbent Employees

Re : Acknowledgement of the DCC Employee Handbook

Date :

EMPLOYEE STATEMENT: I have been made aware that the Department of Community Correction Employee Handbook and Orientation Package is located on the DCC website at www.dcc.state.ar.us under the employment section and is available for my review. I understand it is my responsibility to read it thoroughly and refer to it for future reference. I understand that every effort has been made to ensure the accuracy of this handbook, and that it's content is subject to change. I further understand that I should verify information by reviewing the relevant policy, speaking with my supervisor or by calling the Human Resources Section. I understand that nothing contained in the DCC policies, handbooks, application or other documents or the granting of any interview or placement in a probationary status or other administrative act, creates a contract between myself and the DCC for either employment or the provision of benefits. I have signed and dated this acknowledgement regarding the DCC Employee Handbook and understand that it will be maintained in my personnel file.

PRINT Employee's Name

Date

Employee Signature

Please forward the completed document to the Central Office Human Resources Section

Revised August 2006

"We provide opportunities for positive change."