**State of Nebraska Orientation Materials**

**How Do I Get a Cup of Coffee Around Here?**

**Local Office TRAINING Topics** (08/30/13)

 **Computer Related**

* Role of local office computer techs
* Data Tech Line
* Passwords
* Outlook Calendar/Email/Address Book
* Microsoft
* iWorks
* iPad
* Basic Computer & Acceptable Use Training
* Internet Browsers
* Default Home Page (VRIS)
* Jabber/IChat
* Dash Board
* Tech Notes (VRIS)
* Local Office File Server and Files
* Printer and LabelWriters
* LINK (Portal for Payroll and Finance Center, Employee Work Center, Career Center, Employee Development Center, and (Recruitment & Selection Center.)

**Office Logistics and Processes**

* Faxing/Scanning
* Coffee Club
* Mail – Inter-office vs Regular Mail
* Parking Tag
* Parking in Office/Building Lot
* Recycling
* Supplies & Supply Room
* State Cars/Logs/Signup/Maintenance/Fueling
* Scheduling Rooms
* Break Room Location and Etiquette
* Opening/Locking Front Door/Security
* Notifying Receptionist/Office Director of coming and going
* Copy Machine/Workroom/Mailbox
* Shredder
* File Room
* Office/Building Emergency Procedures
* Tornado Shelter
* Suspicious Mail
* Office Alert Strategy (Red File)
* Fire Evacuation Plan
* Bomb Threat
* Leave Request/Report Procedures including QE2 Leave System
* Work Schedule - Exempt/Non-exempt
* Breaks & Lunch Time - Exempt and Non-Exempt/When and Where
* Telephone Usage (Voice Mail, Phone Features, Acceptable Use)
* Cell Phones (Agency and personal)
* Office Policy Memos
* Personal Mileage vs. State Car
* Name Plate and Business Cards
* Team/Office Meeting Schedule
* Office Building Key/Card
* Birthday Club
* Inclement Weather Policy
* QE2 Expense Reimbursement
* Video Conferencing Equipment

Assistive Technology Training

 **Local ATP Staff (4/02)**

1. ATP overview

2. Tech Points (see next page)

3. VR Process - ATP referrals

4. Assistive equipment demonstration

5. ATP - how to contact us, ATP regional offices

TECH POINTS

|  |  |  |
| --- | --- | --- |
| **Tech Point** | **Trigger issues/questions** | **How SOS can help** |
| Referral/Application | Concerns about performing a “major life activity.”The reason they are applying is they couldn’t perform an “essential function” of their past job. | Input to determine:Could AT use possibly eliminate the threat of job loss?Would the use of AT expand the opportunities available?Is the consumer open to AT?  |
| *Extended Evaluation* | Vocational goals are limited and could be expanded with the use of AT. | Loan of devices to try out (keyboards, communication, seating, etc.) |
| *Plan Development* | Current AT user.Situation/needs have changed. | Could AT be applicable at a job site? Does it need to be adapted?Will AT enhance employability? |
| *Services* | Changes in:* Increased independence or activities
* Environment (living arrangements, training sites)
 | Can assess to determine if they need more or different AT. |
| *Placement/Follow-up* | Reasonable accommodations are required. Questions regarding ability to perform “essential functions.” | Assess work site modifications, ergonomic needs, adaptive equipment necessary to bridge limitations and essential function performance.Loan of equipment to try out at job site. Recycled equipment for permanent use.  |
| *Closure* | Are needs expected to change in future? At home or the job? Advancement potential? | Can existing AT adapt to changing needs or is periodic assessment necessary? |

Adapted from Tech Points Guide by the Center for Rehabilitation Technology, South Carolina Vocational Rehabilitation Department

**FIRST WEEK TRAINING ACTIVITIES**

**09-03-13**

* State Office Training Schedule: Contact Cheryl Ferree 402.471.3652 to schedule the new employee into upcoming New Employee Training Classes.
* Introductions: Introduce new employee to teammates /office co-workers. Larger offices may want to send an all office email announcing the new employee.
* New Hire Basic Computer Training: View Office Copy DVD or QuickTime Streaming Server. (Mandatory)
* NAPE Contract and Department of Education Personnel Manual: Orient the new employee to these two personnel documents. At a minimum, review the table of contents and Chapters/Sections 1, 2 and 3 of both documents. Other chapters/sections will be covered during the orientation to the NDE Personnel Packet and the Personnel Information Curriculum.
* NDE Personnel Packet: Amy Spellman with NDE-HR conducts an orientation via video conferencing or iChat. The Personnel Packet is mailed out prior to the new employee’s start date. Do not disturb the contents of the personnel packet. Exception: The copy of the NAPE Agreement and the NDE Personnel Rules can be removed from the packet but should be available during the orientation. This orientation takes approximately 2 hours. Upon completion of the orientation, the new employee signs the New Employee Orientation Checklist and sends the checklist for to Amy Spellman at NDE HR.
* NDE Team Orientation Checklist: Review the information noted on the checklist with the new employee. NDE HR will email a copy of the Team Orientation Checklist to the Office Director. Both the employee and Office Director sign the form and return the form to NDE HR by the 5th business day following the start date.
* New Staff Training Portfolio (required): Review the purpose of the portfolio and assign relevant training modules.
* 1st Week’s Work Plan (optional): Schedule and review the new employee’s first week of training activities. May also do the same for one or more additional weeks.
* New Staff Training Personnel Information Curriculum: Review the information on the Personnel Information Curriculum with the new employee. Date and initial the completed items and mail a copy to Pat Bracken within 30 days of the new employee’s start date.
* On-line Defensive Driving: The On-line Defensive Driving training will be assigned by NDE-HR through the LINK: Employee Development Center. Contact Pam Marker (pam.marker@nebraska.gov / 402.471.5026; or Amy Spellman (amy.spellman@nebraska.gov / 402.471.5027 with any questions.
* Keys/Identification Badges: Provide an office key to new staff and discuss any policy with respect to the hours doors are locked and unlocked. Arrange identification badges for build access where required.
* How Do I Get a Cup of Coffee Around Here List: Review relevant and any additional topics not listed on this document to acquaint the new employee with their work environment. This document is located on VRIS under New Staff Mandatory VR Training Tools.
* Phone Training: Instruct new employee on how to use the office phone system, state issued phone card, and state issued cell phone including the appropriate and inappropriate use of state communication devices.
* Emergency Procedures: Provide a copy of and review with the new employee the local office or building emergency procedures. Tour the office/building pointing out the location of fire extinguishers, alarms, first aid kits, posted exit/shelter maps, AED devices, designated tornado shelters, and designated exits, etc.
* Suicide Intervention Policy & Suicide Call Form (VR Emergency Office Procedures for Suicide Risks): Show the new employee the location of these documents on VRIS. Print off copies and review the documents with the new employee.
* Local Team Mentor: Assign a team member as a mentor to new team member. Schedule a meeting with new team member, mentor and Office Director to explain the role of the mentor as a resource for day-to-day activities and guidance.
* Employment Discussion: Schedule opportunities for the new employee to observe teammates conducting an Employment Discussion. Consider assigning the Employment Discussion, Application, Eligibility, Ineligibility, and Priority Training Module.
* Community Resources: Show the new employee the Resources section and Hotline for Disability Services hyperlink on VRIS. Provide new employee with any additional information the team has prepared on community resources. Schedule opportunities for new employee to visit key community resources either with a teammate or by him or her self. Consider assigning the Community Resources Activity found on VRIS under New Staff VR Training Tools.
* VRIS (Vocational Rehabilitation Information System): Provide or arrange for a teammate to give the new employee a tour of the VRIS website. Ensure that VRIS is the home page on at least one of the new employee’s web browsers. Assign the VRIS Activity found on VRIS under the New Staff Mandatory Training Tools.
* Shadow Teammates: Schedule opportunities for the new employee to shadow and observe teammates or other VR staff performing IL, Voc Eval, Job Placement, Counseling, Benefits Analysis, Transition, JSS, and Associate roles.
* Weekly Meetings with New Employee: Schedule weekly meeting with new employee to both monitor and direct his or her training and orientation.
* Ergonomic Assessment: Arrange an [ergonomic assessment](http://vris.vr.ne.gov/groups/vris/wiki/e4383/Ergonomic_AssessmentsWorksite_Accommodations.html) of the new employee’s workstation with ATP.
* Assistive Technology Curriculum: Arrange an orientation to the Assistive Technology Partnership with Travis Rouse, ATP Funding Coordinator (402.471.0733).

**NEW STAFF TRAINING**

**PERSONNEL INFORMATION**

**CURRICULUM**

Supervisors are responsible for assuring that each topic listed is reviewed with the new employee. Supervisors should have copies of or access to the appropriate material cited. Each topic also lists a reference person to contact for the material needed, or to answer questions regarding the topic. (The person listed is also the individual responsible for updating that topic.)

Supervisors (or designee) need to date and initial the document after each topic has been presented. The new employee should ask questions if necessary, and initial each topic when completed to verify that the information has been reviewed with them and they understand it. Forward a completed copy of this form to Pat Bracken within 30 days of the employee’s hire date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SUPERVISOR

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

EMPLOYEE

**DATE**

**INITIALS**

**NAPE AGREEMENT**

**COMPLETED**

**SUPV**

**EMPLOYEE**

Application of Personnel Rule \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Article 1, Section 1.11 (Pat Bracken)

Performance Appraisals \_\_\_\_\_\_\_\_\_\_ \_\_\_\_ \_\_\_\_\_\_\_

Article 5, Section 5.2- 5.5 (Pat Bracken)

Probationary Period \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Article 6, Section 6.1 – 6.6 (Pat Bracken)

Exempt vs. Non-exempt - Comp Time/Overtime \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Article 8, Sections 8.2, 8.3 (Pat Bracken)

Employee Education Opportunities \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Article 12, Section 12.1, 12.2, 12.4, 12.5 (Pat Bracken)

FMLA \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Article 15, Section 15.16 (Pat Bracken)

Firearms Policy

Article 18, Section 18.4P (Pat Bracken) \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

**DATE**

**INITIALS**

**PERSONNEL RULES**

**COMPLETED**

**SUPV.**

**EMPLOYEE**

Political Activities \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Chapter 15, Section 004 (Pat Bracken)

Worker’s Compensation \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Chapter 15, Section 009 (Pat Bracken)

Use of State Telephone/Telecommunications \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Chapter 15, Section 010 (Pat Bracken)

**DATE**

**INITIALS**

**ADMINISTRATIVE MEMORADUMS COMPLETED**

**SUPV.**

**EMPLOYEE**

Employee Travel (Also see: MISCELLANEOUS) \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Administrative Memorandum #201, Section titled

POLICIES: State Vehicles, and appendix G

Vehicle Waiver Form (Pat Bracken)

Employee Expense Reimbursement \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Administrative Memorandum #205,

also appendices A, B, C, and D (Pat Bracken)

Legislative, Media and Citizen Inquiries & Contacts \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Administrative Memorandum #801, Section A.2

Public Testimony by Department Staff (Pat Bracken)

**DATE**

**INITIALS**

**PROBATION AND PROMOTIONS COMPLETED**

**SUPV.**

**EMPLOYEE**

Appointment to Permanent Status \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Appointment from Probationary to Permanent Status (Pat Bracken)

Promotions \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Recommendation for Promotion (Pat Bracken)

**DATE**

**INITIALS**

**MISCELLANEOUS COMPLETED**

**SUPV.**

**EMPLOYEE**

Employee Travel Policy and Guidance \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Memo (below) (Rev. July 30, 2013) (Pat Bracken)

Pursuant to Nebraska Department of Education’s Administrative Memorandum #201 (Employee Travel) issued January, 2013, the following has been established as the updated travel policy for staff of Nebraska VR.

1. POLICIES #1 states “In-state travel is considered authorized with advance submission of intent to travel (email, writing, calendar submission, etc.) to the Leadership Council Member (LCM) or designee. The LCM may provide a blanket authorization for in-state travel.” VR’s Director (LCM) is providing the blanket authorization for in-state travel.

2. Outlook is the software used for documentation of staff members’ in-state and out-of-state travel. Entries on Outlook must contain with whom staff are meeting, where, time, date and purpose. It is important to keep your calendar up-to-date and accurate.

3. POLICIES #2 Outlook calendar entries are stored and saved on the CIO's exchange server. Calendar documentation must be retained for “3 years for audit purposes and to insure that employees have access to Worker’s Compensation benefits should the need arise.”

4. Out-of-state travel should be coordinated with Cinda Wacker at the State Office.

5. The NDE Deputy Commissioner will be notified of the VR Director’s (LCM) out-of-state travel by:

• An email will be sent to the NDE Deputy Commissioner with the title of the meeting/conference, location, dates, and funding source.

• The NEBRASKA DEPARTMENT OF EDUCATION AGENCY 13 OUT-OF-STATE TRAVEL REQUEST/WAIVER FORM will be submitted to the NDE Deputy Commissioner for signature.

6. Out-of-state travel for staff members will be authorized by the staff member’s supervisor and LCM:

• An email will be sent to the NDE Deputy Commissioner with the title of the meeting/conference, location, dates, and funding source.

• The NEBRASKA DEPARTMENT OF EDUCATION AGENCY 13 OUT-OF-STATE TRAVEL REQUEST/WAIVER FORM will be submitted to the staff member’s supervisor and LCM for signature.

7. On November 19, 2009, a request was submitted by VR’s Director and approved by NDE’s Deputy Commissioner stating that VR and ATP staff have recurring travel within 50 miles in states which border Nebraska, i.e., Council Bluffs and Sioux City, IA and occasional travel to South Dakota. Staff are approved to travel to these locations by entering the information on their Outlook calendars.

8. For guidance regarding non-employee travel with state employees, see NDE’s Administrative Memorandum 201.

9. If you have any questions on this travel policy, please call Cinda at 402-471-3649.

**DATE**

**INITIALS**

**COMPLETED**

**SUPV.**

**EMPLOYEE**

Leave Without Pay and Advancement of Leave \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

(Revised 7/1/13)

In order for clients to be served appropriately and for teams to run smoothly, all employees need to carry their individual workload. Regular attendance is an important factor in their ability to succeed in that respect.

Permanent full-time employees are expected to adhere to a 40-hour workweek schedule. Employees may use accumulated vacation and sick leave as provided in the NAPE/AFSCME Bargaining Agreement, Article 15 and NDE Personnel Rules, Chapter 9. Employees are not entitled to use leave without pay, except in cases that qualify for Family and Medical Leave (FMLA).

Leave Without Pay Exceptions: We have seen cases where employees routinely apply for leave without pay. Please advise employees that authorization for leave without pay (other than FMLA leave) is discouraged and will only be allowed in very limited circumstances, as determined by Mark Schultz, who is the Commissioner’s designated representatives for VR, ATP and DDS in this situation.

Advancing Vacation Leave Hours: At the discretion of the Commissioner’s designated representative (Mark Schultz), vacation leave may be advanced to employees with six (6) months of service with the Agency in an amount not to exceed that which the employee would earn in the succeeding three (3) month period. For employees with more than five (5) continuous years service and with no record of leave abuse, request for vacation leave advancement of thirty (30) hours or less will not unreasonably be denied. If at the end of the advancement period the employee has not earned back the advanced vacation leave used, another request for advancement of vacation cannot be approved until the employee has earned back the advanced vacation leave used. In addition, employees may not request more than one (1) advancement in a three month period. (See NDE-NAPE/AFSCME Bargaining Agreement, Article 15.5C or NDE Personnel Rules, Chapter 9, Section 004. 03).

Advancing Sick Leave Hours: At the discretion of the Commissioner’s designated representative (Mark Schultz), sick leave may be advanced to employees with six (6) months of service with the Agency who are suffering from an illness, in an amount not to exceed that which the employee would earn in the following three (3) month period. If at the end of the advancement period the employee has not earned back the advanced sick leave used, another request for advancement cannot be approved until the employee has earned back the advanced sick leave used. In addition, employees may not request more than one (1) advancement in a three (3) month period. (See NDE-NAPE/AFSCME Agreement, Article 15.2E or NDE Personnel Rules, Chapter 9, Section 005.05).

Any requests for Mark Schultz to advance sick leave or vacation, or for leave without pay exceptions, should be forwarded through supervisory channels to Pat Bracken for processing.

If you have questions regarding leave provisions, please feel free to contact us. Thank you for your cooperation.

**DATE**

**INITIALS**

**COMPLETED**

**SUPV.**

**EMPLOYEE**

Cell Phone Usage \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

7/1/2013 (Pat Bracken)

The state telephone network is provided for OFFICIAL STATE BUSINESS ONLY.  Personal long distance calls are clearly contrary to provisions of State Law.

Statute 81-1120.27 states: The facilities of the State's telecommunications systems are provided for the conduct of state business.  In addition, the state's telecommunications systems, cellular telephones, electronic handheld devices, or computers may be used by state employees and officials for emails, text messaging, local calls, and long-distance calls to children at home, teachers, doctors, day care centers, baby sitters, family members, or others to inform them of unexpected schedule changes, and for other essential personal business.  Any such use for essential personal business shall be kept to a minimum and shall not interfere with the conduct of state business.  A state employee or official shall be responsible for payment or reimbursement of charges, if any, that directly result from any such communication.  The Department of Administrative Services may establish procedures for reimbursement of charges pursuant to this section.

Section 49-14,101.01(4) of the Nebraska Political Accountability and Disclosure Act provides that no public official or public employee shall use or authorize the use of personnel, resources, property or funds under his or her official care and control other than in accordance with law.  Therefore, misuse of the state telephone system could constitute a violation of section 49-14,101.01(2).  A violation could result in a civil penalty of up to $2,000 or it could result in criminal prosecution.  These consequences would be in addition to any disciplinary action taken by the employee's agency.

Cellular telephone usage is expensive, not confidential, and can pose a safety hazard of its own if not used properly. Therefore we recommend the following guidelines:

Phones are either assigned or checked out. Offices should know at all times who has a cell phone. Checked out phones should be returned promptly for the next user. Checked out cell phone numbers should not be given to individuals other than staff members. Assigned phone numbers can be given out to non-staff. Assigned phones should be returned when an employee terminates employment.

When using phones on the road, remember that your first and most important job is driving. Avoid using them on loose gravel, ice, heavy traffic, or other situations that require full concentration on the road ahead. Do not text while driving.

Cellular phones should be carried with staff at all times to avoid loss. If you lose it contact the Cellular Phone coordinator at DAS Division of Communications immediately (Norma White).

Since cell phones are available for checkout to all staff, phone numbers should not be given to individuals other than staff members.

**DATE**

**INITIALS**

**COMPLETED**

**SUPV.**

**EMPLOYEE**

Dress Guidelines \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Revised (1/04/11) (Pat Bracken)

The following principles and values will guide staff in wearing appropriate dress for our business.

We are a business organization helping people prepare for and enter employment.

We want to be taken seriously for the quality of our services and the professional manner in which we conduct ourselves.

We want to be strong advocates for consumers with business and community groups.

People are influenced by what we wear. They formulate opinions about our abilities and attitudes toward our work.

Many taxpayers have a negative view of “governmental” workers. They question our abilities and willingness to give our full effort if we are not appropriately dressed.

None of us during work hours can control who will see us or who might need to see us on a moment’s notice. During work time, people need to have access to our time and our services.

Our involvement with the community has increased and will continue to increase. We cannot control who in the community might need to see us on a moment’s notice during work hours.

Like it or not, we are role models. Each of us is on stage to our various customers.

It is not a right of employees to dress in any manner they choose. It is reasonable to assume all employees will be dressed appropriately during working hours.

10. Employees may wear jeans on Fridays. The same dress caveats still apply. Use discretion-dress jeans with no holes or frayed pant legs. Offices should post a notice for the public as to why VR staff are wearing jeans.

Based on the above, your dress should communicate to customers, the community and the general public that we are serious about our business and take pride in our work. Leisure dress is not acceptable in our workplaces. Unacceptable leisure dress in our workplace includes: collarless shirts (men), athletic shoes, denim jeans, jogging or warm-up suits, shorts, halter or tank tops, leggings, sleeveless shirts (men), or attire with written messages or slogans.

If it’s an item that will be debated — don’t wear it. If you feel the need to negotiate an item with your supervisor, you’ve missed the intent of the dress standard. There is a wide range of acceptable and comfortable clothes that will meet our business standard.

**DATE**

**INITIALS**

**COMPLETED**

**SUPV.**

**EMPLOYEE**

Voice Mail – VR Philosophy \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

 (Cheryl Ferree)

The purpose of an updated voice mail message is to maintain a customer service focus. The minimum expectation is for staff to comply with the department’s policy on voicemail message contained in the NDE Telephone Procedures. The policy states that a voicemail message is to be updated when a staff member will be out of the office most of the day, or for one or more days for the purposes of work, personal leave, and holidays. A best practice would be to update a daily message noting the date and information about your availability.

In their greeting VR staff should indicate how a caller could reach someone if they choose not to leave a message. All voice mail systems have the dial “zero” option to reach another individual.

Your voice mail system may have two greeting options, a greeting callers will receive when your phone is not answered (updated daily or weekly); and a greeting that callers receive when you are on the phone. Be sure if your voice mail system has both of these options that you personalize both greetings.

Share with consumers that you have voice mail and how to leave a message or reach someone else in the office when they get your greeting.

Revised 07/2013

**DATE**

**INITIALS**

**COMPLETED**

**SUPV.**

**EMPLOYEE**

Training Requests and CRC Certification \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

 (Cheryl Ferree)

Staff who wish to attend training must fill out a Training Request, which is found on VRIS (internal home page) under Agency Forms.

After filling out the Training Request form please forward to your supervisor for approval.

The supervisor forwards on to the Area Administrator for final approval and one of them will notify you of the approval.

If the training has been denied you will be notified by your Office Director or Area Administrator.

Each team has training funds available for local training.

New Staff Training is training held for all new employees and the costs are covered through the In-Service Training Grant. Training Requests will be done at the State Office for any New Staff Training that you are scheduled for.

Expenses for training may be paid by you with reimbursement on an Expense Document or costs may be direct billed to your office for direct payment. See your Office Director for direction on how to register and determine payment options.

Once you have attended training you will be sent a Training Evaluation to fill out rating the training you attended.

CRC Certification

If you have your CRC certification, Nebraska VR submits on an annual basis to CRCC the list of training that Nebraska VR provides that is eligible for CRC certification.

You may request from the State Office (Cheryl Ferree) a list of all the CRC eligible training to submit with your CRC renewal.

The costs for maintaining your CRCC certification are not the responsibility of Nebraska VR.

New 07/2004

**DATE**

**INITIALS**

**COMPLETED**

**SUPV.**

**EMPLOYEE**

Client Assistance Program \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Brief overview using CAP brochure (Vicki Rasmussen)

Nebraska Department of Education Orientation \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ \_\_\_\_\_\_\_

Checklist\* (Joel Scherling)

\*(NDE HR mails this checklist to the new employee. The supervisor should ask the employee for this, as there are topics the supervisor is expected to cover with them.)

Rev. 2/14

**Note: Another item from the state of Nebraska, titled “VR-VRIS Activity” is currently sent as a separate document because of editing restrictions. It is hoped this issue will soon be resolved.**