



STATE OF CONNECTICUT

DEPARTMENT OF REVENUE SERVICES

January 2019

Dear JobPro Employee:

Welcome to the Department of Revenue Services! As a JobPro employee you have been assigned to assist the Department of Revenue Services (DRS) in one of the busiest tax seasons. DRS tax season is in full effect from January 1, 2019 through May 1, 2019.

As a JobPro employee providing DRS services you are expected to maintain professional demeanor at all times and adhere to DRS work rules, policies and regulations set by the Department and IRS. You will find the above mentioned **documents on the DRS intranet**. Failure to comply with DRS expectations, will result in **immediate termination** of your temporary assignment at Department of Revenue Services.

OTHER IMPORTANT INFORMATION

ABSENCE OR LATENESS: If you are sick or expect to be late, you **MUST** contact JobPro. As a courtesy, we ask that you also contact the designated DRS Supervisor. A phone number and name to contact will be provided to you. Failure to report an absence within the prescribed time is grounds for termination of your temporary services. Likewise, excessive absences and/or tardiness will also result in termination of services.

EMERGENCY CONTACT: In the event you are involved in an emergency medical situation, we will contact JobPro and/or 911.

ID BADGES: You will be assigned a DRS temporary access badge and an ADT. These badges are to be worn at all times while you are in the building. The badge **MUST** be returned to the designated DRS supervisor on your last day of employment. If your badge is lost, **you must inform DRS Human Resources Office immediately**. There is a \$10 charge to replace a lost badge and a \$10 charge to replace a lost ADT badge.

HOURS OF WORK: Hours of Work for JobPro temporary workers is determined by the Division/Unit Supervisor that you are assigned to. JobPro employees must be available to work a variety of core hours between 7:00 AM and 7:00 PM, Saturdays, and holiday weekends as operational needs dictate. Your starting time is the time you are expected to be at your work station and ready to work. Lunch is assigned between the hours of 11:00 a.m. and 2:00 p.m. at the discretion of your supervisor and is limited to ½ hour.

DRESS CODE: Appropriate business attire is to be worn while working at the Department of Revenue Services. If you have any questions concerning the dress code at DRS, you should seek



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clarification from your designated DRS Supervisor or DRS Human Resources. Individuals in violation of the dress code policy **WILL** be sent back to JobPro.

If you opt to make a donation and participate in Casual Day, you are allowed to come to work in business casual attire.

CONDUCT: The job you do and how well you do it has an important impact on the total effectiveness of the services we provide. We expect professional ethical behavior at all times. Failure to meet the expectations of the Department of Revenue Services will result in your temporary assignment being terminated immediately and you will be sent back to JobPro.

ELECTRONIC DEVICES: Personal cell phones, camera phones, Bluetooth, I-pods, I-pads and any other wireless devices may not be used or turned on during the workday (NOTE: this includes texting). You may use these devices in the lobby, the lunchrooms, or outside of the building during breaks or lunch time. You may NOT make personal telephone calls from DRS phones except for emergency purposes with the designated DRS Supervisor's permission.

BREAK ROOMS: Break rooms are located on each floor at 450 Columbus Boulevard. Refrigerators and microwaves are available for use. Lunches stored in the refrigerator must be clearly marked with your name on the container or lunch bag. Refrigerators are cleaned every last Friday of the month. Any items left in the refrigerators and freezers on that day will be discarded.

FOOD CONSUMPTION: Please do not eat at your workstation. You may consume a beverage at your workstation ***as long as it is in a covered container.***

PARKING: Parking is available in the Morgan Street parking garage at no charge. This may be rescinded at any time as its contingent on availability. In other words, you may have to start paying in the event we get to capacity on the DRS allotted number or the number of allotted spots is reduced for some reason.

PERSONAL CONVERSATIONS: Socializing should be done only during lunch and break times. Non-work related conversations at workstations must be kept to a minimum and must not result in disturbing the work place.

PERSONAL POSSESSIONS: The Department of Revenue Services is not responsible for lost or stolen articles. You must not leave your personal items unattended.

RESTROOMS: Located on each floor at 450 Columbus Blvd.



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SMOKING POLICY: 450 Columbus Blvd is a non-smoking State facility. **NO** smoking is allowed **ANYWHERE** inside the building or on the State property per State Statute Sec. 19a-342. No smoking is allowed in the front of the building, in doorways leading into the building, on the loading dock, or in any stair towers.

STATE EQUIPMENT: There are phones, computers, FAX machines, copy machines and other equipment in use in your work area. This equipment is the property of the State of Connecticut, and ***must NOT be used for personal use under any circumstances.***

RECORDING HOURS WORKED: You are required to accurately record time worked either via sign-in sheet or electronically or both.

TRASH: Dispose of trash in the proper receptacle. All recyclable material (envelopes and paper only) must be placed in the proper recycle bins.

VISITORS: No visitors are permitted at the workplace. Please do not invite friends or relatives to visit your workplace.

TERMINATION OF TEMPORARY SERVICES: JobPro will notify you, in conjunction with your supervisor, when your assignment is over or terminated.

Forms:

(Provided to JobPro and returned to DRS prior to commencement of work)

_____ Authorization to Conduct Criminal History Record Check (Fingerprinting)
_____ Authorization for Tax Compliance Check

(To be completed and brought with you on first day, including this letter)

_____ Electronic Cardkey Request Form
_____ Picture ID Request Form
_____ Inquiry & Disclosure Form (Outside Employment)

Department of Revenue Services expectations and access to the Department of Revenue Services Intranet have been explained to me. I understand that failure to meet these expectations will result in termination of my services. I have read and understand the informational letter addressed to me. If I have further questions or need clarification, I will ask my designated DRS Supervisor or DRS Human Resources. I understand a copy of this letter will be supplied to JobPro.

Signature: _____

Date: _____

Cc: JobPro