



OFFICE OF THE CLERK

UNITED STATES DISTRICT COURT
FOR THE
MIDDLE DISTRICT OF PENNSYLVANIA
WILLIAM J. NEALON FEDERAL BLDG. & U.S. COURTHOUSE
235 NORTH WASHINGTON AVENUE
P.O. Box 1148
SCRANTON, PA 18501-1148

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CLERK OF COURT

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DIVISIONAL OFFICES:

HARRISBURG:
(717) 221-3920
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(570) 323-6380

ACKNOWLEDGMENT FORM

- Code of Conduct for Federal Employees
- Employment Dispute Resolution (EDR) Plan
- Health and Safety Orientation Manual
- Appropriate Computer Use Policy
- Security Awareness Training Policy and Security Awareness Information
- Remote Access Policy
- Judiciary's Benefits Programs, including:
Health Benefits Program, Life Insurance, Supplemental Benefit Plans (Dental and Vision Insurance, Flexible Benefits Program, Commuter Benefit Program and Long Term Care Insurance (LTC) - the LTC Insurance is suspended until December 2024), Parking Subsidy Program, Transportation Subsidy Program, Employee Assistance Program and Leave Programs.
- Telework Policy
- Federal Employees Retirement System (FERS) Information
- Thrift Savings Program (TSP) Information

I hereby acknowledge that I have reviewed each of the above-referenced documents located on the District Court's Law Clerk Web Page. I hereby agree to comply with the policies, procedures and guidelines set forth therein.

In addition, as an employee of the District Court, I further acknowledge that I am responsible for reviewing the online Personnel Manual and all other related policies and information located on the District Court's Intranet Human Resources Page upon hire.

Date

Employee Signature