

POLICY REVIEW CHECKLIST

I have read and understand each of the following documents listed below and have had the opportunity to discuss them with my supervisor or a human resources staff member.

Workplace Expectations: in the Administration Section of the Procedures Manual. NOTE: the Code of Ethics policy has been combined with the Workplace Expectations policy as of 4/2011.)

Discrimination and Sexual Harassment Policy in the Personnel Section of the Procedures Manual.

Drug-Free Workplace Policy in the Personnel Section of the Procedures Manual.

Problem-Solving/Due Process Policy in the Personnel Section of the Procedures Manual.

Information Technology Policy in the Administration Section of the Procedures Manual.

Controlled Substance Abuse Policy in the Personnel Section of the Procedures Manual. This policy does not apply to all employees, only to those who are required to hold a Commercial Driver's License (CDL) for their position.

These policies can be found at: <http://parksandrecreation.idaho.gov/policies-and-procedures>

I acknowledge that I have read these policies.

Employee Signature

Date