

## New Employee Certification of Understanding

The following list of policies provides key information to you, the new employee, regarding policies, procedures, practices and responsibilities within the Department of Lands. This information supersedes all previous handbooks, policies and procedures, policy memorandums and oral or written statements pertaining to policies described here.

Within the first week of your employment please read these policies, ask any questions you may have, and sign and submit this form to your designated Human Resource contact.

There may be additional training which you will be required to attend. Unless otherwise identified, the information is located on the Department's Intranet, under Programs/HR.

1. [Workplace Conduct](#) (IDL HR Manual, Chapter 7)
  - A. [Workplace Harassment](#) (Section 3)
  - B. [Use of Electronic Communication](#) (Section 5)
  - C. [Alcohol Drug, and Smoke-Free Workplace](#) (Section 7)
  - D. [Commercial Driver's Licenses \(CDL\)](#) Only if position requires. (Section 8)
2. [Americans With Disabilities Act Compliance](#) (IDL HR Manual, Chapter 4 Section B)
3. [Nepotism](#) (IDL HR Manual, Chapter 13)
4. [Compensation](#) (IDL HR Manual, Chapter 8)
5. [State Employee Compensation](#) (Division of Human Resources site, Policies, Section 1)
6. [Safety Plan](#) (Emergency Response and Training Plans)
7. [Domestic Violence](#) (Division of Human Resources site, Policies, Section 8)
8. [Take Agency's Harassment E-Learning Course](#) (HR Training Resources, Skillsoft)
9. [P-Card Manual](#) (Intranet/Programs/Fiscal-Purchasing/Purchasing/ Procedures)
10. [Public Information](#) (IDL Administration, Department Policy/OMs, Policy No. 6)
11. [Public Records Request](#) (IDL Administration, Department Policy/OMs, Policy No. 2)
12. Permanent Employees Only:
  - A. [Employee Due Process Procedure](#) (IDL HR Manual, Chapter 5, Section 2(H))
  - B. [Employee Problem Solving Procedure](#) (IDL HR Manual, Chapter 12)

I certify that I have read and understand the above policies and procedures of the Department of Lands. I further understand that violation of any of these policies could result in disciplinary action up to and including dismissal.

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Employee Name (Please Print)

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Employee Signature

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Date