Office of Human Resources

Angelo State University
EMPLOYEE ACKNOWLEDGEMENT AND CERTIFICATION

Angelo State University seeks to create an environment that cultivates, attracts, and retains a professional workforce. One way in which the university does this is by keeping our workforce apprised of the type of conduct and behavior that is expected and anticipated from our employees. As a condition of employment, all university employees are responsible for reading and understanding the policies and disclosures listed below.

Please read this certification and the corresponding policies carefully before signing. If you have questions, or need additional clarification regarding a policy or disclosure, please contact the Office of Human Resources.

These policies and disclosures may be found on our New Faculty and Staff Employee website (http://www.angelo.edu/dept/human_resources/new_faculty_staff_employees.php) or on the Operating Policies and Procedures website (http://www.angelo.edu/opmanual/) under section 52 Human Resources.

I certify that I have reviewed copies of the following regulations and policies and further certify that I understand that these regulations and policies include provisions pertaining to the rights and responsibilities of the State of Texas, Angelo State University, and myself as an employee.

1. **Ethics and Standards of Conduct Statement and Operating Policy (OP) 52.02 Ethics and Standards of Conduct.**
2. **Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV) Policy**
3. **OP 52.07 Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)**
4. **Drug-Free Schools and Communities Act Disclosure**
5. **Notice About Employee Information Statutes Disclosure**
6. **OP 52.15 Equal Employment Opportunity**
7. **Sexual Harassment Policy Statement and OP 52.40 Sexual Harassment in the Workplace**
8. **OP 52.31 Outside and Dual Employment**
9. **Federal Family Educational Rights and Privacy Act (FERPA) Disclosure**
10. **Health Insurance Portability and Accountability Act of 1996 (HIPAA) Disclosure**
11. **Texas Hazardous Communication Act of 1985 Disclosure**
12. **Workers' Compensation Notice**
13. **OP 44.00 Information Technology Operating and Security Policy/Procedures**
14. **OP 52.36 Political Activities of University Employees**
15. **OP 52.26 Nepotism**

I certify that I have read the **Ethics and Standards of Conduct Statement** and I agree to accept and abide by their terms as a condition of my employment.

I certify that I am not related by blood or marriage to any member of the Texas Tech University System Board of Regents, System Chancellor, ASU President or to any ASU management personnel who has direct hiring and supervisory authority over my job position. _____ **(Initial)**

I certify that I have read and reviewed copies of the regulations and policies listed above and other personnel policies located at http://www.angelo.edu/opmanual/ and further certify that I understand that these regulations and policies include provisions pertaining to the rights and responsibilities of the State of Texas, Angelo State University, and myself as an employee. I also understand that it is my responsibility to read these regulations and policies and that failure to do so does not absolve me from any responsibilities, obligations or requirements that I may have.

Employee Name in Print	**Employee CID**
Employee Signature	**Date**