



ACKNOWLEDGEMENT OF POLICIES

My signature below acknowledges that I have read #1 through #13 of the Acknowledgement Statements that will become a part of my official personnel file. Signing these acknowledgement statements does not relieve me of the responsibility to review all Cobb & Douglas Public Health (CDPH) policies and procedures and to abide by them.

Name (print): _____

Signature: _____

Job Title: _____

1. ACCEPTANCE OF AN UNCLASSIFIED POSITION

The employment of an employee in an unclassified position is "at will", which means that employment may be altered or terminated at any time as required by the Department's business needs and/or budgetary needs. CDPH reserves and retains the right to make changes in the terms and conditions of employment as the Department determines to be necessary or appropriate for the effective and efficient administration of the Department and its mission. I hereby acknowledge and accept these terms of employment.

***Employee's Initials:** _____

***Date:** _____

2. NOTICE TO MALES BETWEEN 18 AND 26 YEARS OF AGE

As of July 1, 1998, a male between 18 and 26 years of age may not be hired as an employee of CDPH unless he presents proof that he has registered with the Selective Service System as required by federal law or that he is exempt from such registration. Failure to provide such proof within 60 days of employment will result in termination of employment. I hereby acknowledge that I have read this notice and understand the requirements.

***Employee's Initials:** _____

***Date:** _____

3. DRUG-FREE WORKPLACE ACKNOWLEDGMENT

It is the policy of CDPH to maintain a drug-free work place. CDPH employees are prohibited from engaging in the unlawful/illegal manufacture, distribution, dispensation, possession, or use of a controlled substance in the work place or while performing assigned duties. Violations of this policy will result in disciplinary action up to and including dismissal from employment. I understand that I must abide by the terms and conditions of this policy as a condition of employment. I further understand that I must notify my supervisor and/or other authorized officials of any criminal drug arrests or convictions (including a plea of nolo contendere) no later than five (5) days after such event occur. I also understand that federal law may mandate that the CDPH communicate conviction information to a federal agency and I hereby waive any and all claims that may arise for conveying this information to a federal agency.

All employees of CDPH are prohibited from using or being under the influence of alcohol or illegal drugs while on duty. Employees are also prohibited from abusive use of legal drugs or other substances which when abused have the potential for significant risk of harm to the employee, other employees or the general public. Any employee is subject to drug/alcohol screening if there is a reasonable suspicion that the employee has used illegal drugs, or is under the influence of illegal drugs, alcohol or other substances while on duty. I hereby acknowledge that I am subject to the CDPH policy concerning employee drug and alcohol screening. I hereby acknowledge this policy.

***Employee's Initials:** _____

***Date:** _____

4. CERTAIN POSITIONS SUBJECT TO RANDOM DRUG TESTING

Employees in positions where negligence to responsibilities and/or errors in judgment while on duty will have the potential for significant risk of harm to the employee, other employees, or the general public are subject to random drug testing. Employees, who refuse to submit to drug testing when directed or whose test result indicates the use of illegal drug(s), will be terminated immediately and will not be eligible for future employment with the state for a period of 2 years. I hereby acknowledge this policy.

***Employee's Initials:** _____

***Date:** _____

5. EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL DISCRIMINATION

CDPH and its employees are subject to the provisions of federal law prohibiting unlawful discrimination. CDPH is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, disability, age, genetics, or religious or political opinions or affiliations. Complaints of unlawful discrimination should be addressed to the Director of Human Resources. I hereby acknowledge this policy.

***Employee's Initials:** _____

***Date:** _____

6. HARASSMENT IN THE WORKPLACE

It is the policy of CDPH that all employees and their work environment shall be free of all forms of unlawful harassment and intimidation. Unlawful harassment (Le., any form of harassment relating to an individual's race, color, sex/gender-including same sex harassment, age national origin, disability or citizenship status) by any Department employee, supervisor, manager, or other individual doing business with or on behalf of the Department is a violation of this policy and will not be tolerated. Violations will subject an employee to disciplinary action up to and including dismissal from employment. Employees who complain about unlawful harassment, bring such an allegation to the attention of management in good faith, or cooperate in the investigation of a complaint will not jeopardize their employment with the Department. Retaliation against such employees will not be tolerated. Complaints of unlawful harassment should be directed immediately to the Director of the Office of Human Resources. I hereby acknowledge the Department's policy and that I must abide by it.

***Employee's Initials:**

***Date:**

7. SMOKING POLICY

It is the policy of CDPH to provide a smoke-free environment in all Department offices. Smoking, therefore, is prohibited in all offices either occupied or controlled by CDPH and in vehicles owned by or assigned to the Department. Smoking is also prohibited in employees' personal vehicles during work time when clients or customers are being transported. Employees who violate the policy on smoking will be subject to disciplinary action up to and including dismissal from employment. I hereby acknowledge this policy.

***Employee's Initials:**

***Date:**

8. STANDARDS OF CONDUCT

All employees of CDPH are expected to maintain and exercise the highest moral and ethical standards in carrying out their responsibilities and functions. Employees must conduct themselves in a manner that prevents all forms of impropriety, placement of self-interest above public interest, partiality, prejudice, threats, favoritism and undue influence. Written guidelines, which cover all phases of employee conduct, are not possible. However, refer to CDPH Policy No. 09011 for some examples, which establish a framework of principles to assist employees in ensuring that they perform in a professional manner. Employees who violate the policy on standards of conduct will be subject to disciplinary action up to and including dismissal from employment. I hereby acknowledge that I must abide by departmental policy governing standards of conduct.

***Employee's Initials:**

***Date:**

9. SECONDARY EMPLOYMENT

Employees of CDPH may seek and secure employment outside of the Department, provided that: the secondary employment does not constitute a violation of any federal or state law, Rules of the State Personnel Board or CDPH Policy; does not constitute a conflict of interest with departmental employment; and does not interfere or conflict with an employee's ability to effectively perform assigned duties and responsibilities with the Department. In all cases, the employee's job with CDPH must be considered primary. Employees must request and obtain approval prior to beginning secondary employment. Employees who fail to obtain proper approval for secondary employment will be subject to disciplinary action up to and including dismissal from employment. It is unlawful for any full-time CDPH employee to transact business within CDPH, either for the employee or on behalf of any business or for any business in which the employee or employee's family has a substantial interest. I hereby acknowledge that I understand the secondary employment policy.

***Employee's Initials:** _____

***Date:** _____

10. POLITICAL ACTIVITY

Employees of CDPH are protected from undue political pressure, influence or coercion by federal and state laws. The same laws limit political activity while assuring that the right to participate in the political process is preserved. CDPH Policy outlines authorized and unauthorized political activity. Employees are responsible for reviewing the policy to understand the limitations of political activity. In addition, employees must request written approval before accepting a political appointment, seeking election to public office, political party office, or an office of a political organization. I hereby acknowledge that there are restrictions on political activity and that I must abide by the federal and state laws and departmental policies governing political activity.

***Employee's Initials:** _____

***Date:** _____

11. USE OF STATE PROPERTY

Employees of CDPH may not use or allow the use of CDPH property for any activity other than official business. The use of the telephone for personal calls should be brief and limited and may not interfere with the employee's official job responsibilities. Long-distance calls for personal reasons are prohibited, as is the acceptance of third party calls. CDPH owned vehicles are authorized for use in the performance of all essential travel duties related to state business. CDPH vehicles are not authorized for personal trips unrelated to official business or for transporting passengers who are not CDPH employees. Employees who violate this policy will be subject to disciplinary action up to and including dismissal from employment. I hereby acknowledge this policy.

***Employee's Initials:** _____

***Date:** _____

12. USE OF STATE COMPUTERS AND THE INTERNET

CDPH has guidelines for the use of computer hardware and software and appropriate business usage of Internet access and electronic mail accounts provided by CDPH. Individual passwords are issued to each employee for access to the network. Passwords are intended to remain private and confidential. Passwords prevent unauthorized access to the various common directories on the network and the email system, as well as access to external entity computer systems. Under no circumstances should CDPH equipment be used for: business or solicitations related to commercial ventures; religious or political causes; illegal activity; knowingly downloading or distributing pirated software, data or malicious program code (viruses); accessing or downloading sexually explicit or pornographic material; accessing or downloading material that could be considered discriminatory, offensive, threatening, harassing, or intimidating including ethnic or racial slurs or jokes; accessing web chat sites and dating sites; or any other activity that would reflect discredit on CDPH.

CDPH acknowledges that occasional personal use of Internet connectivity may occur. Personal internet usage must be limited to 5 minutes per day. While CDPH respects the privacy of employees, ensuring compliance with this policy is of utmost importance. Therefore, CDPH reserves the right to retrieve and read any data composed, transmitted or received through on-line connections and stored on departmental property and to monitor Internet sites visited or attempted by employees. Failure to comply with this policy will subject employees to disciplinary action up to and including dismissal from employment. I hereby acknowledge that I must abide by departmental policy governing use of state computers and the Internet.

*Employee's Initials:

*Date:

13. CELL PHONE USE

Except in the case of an emergency, cell phone use of a personal business is restricted the employees' lunch break. Employees are permitted use of cell phones to conduct only BOH business within all BOH facilities. Employees are expected to observe the following:

- a) Turn cellular phone ringer off upon entering any BOH facility
- b) Business use of cellular or electronic devices inside the building is permitted. Use of these devices is prohibited in common areas i.e.; hallways, lobby or waiting areas.
- c) Use of hands free (Blue Tooth) devices are **prohibited** in any BOH facility.

Employees may not use cellular or electronic devices while driving if they are in any way conducting BOH business. To minimize the risk to BOH employees as well as others, employees are required to stop his/her vehicle in a safe location before using his/her cell phone.

*Employee's Initials:

*Date: