

Angelo State University STUDENT/TEMPORARY 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 disclosures found New Student policies and may be on our Employee (http://www.angelo.edu/dept/human resources/new student employees.php) and New Temporary/Casual Employee websites (http://www.angelo.edu/dept/human_resources/Temp_Casual_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. Drug-Free Schools and Communities Act Disclosure
- 4. Notice About Employee Information Statutes Disclosure
- 5. OP 52.15 Equal Employment Opportunity
- 6. Sexual Harassment Policy Statement and OP 52.40 Sexual Harassment in the Workplace
- 7. Federal Family Educational Rights and Privacy Act (FERPA) Disclosure
- 8. Texas Hazardous Communication Act of 1985 Disclosure
- 9. OP 44.00 Information Technology Operating and Security Policy/Procedures
- 10. OP 52.26 Nepotism
- 11. Student Handbook (Available through the ASU website, www.angelo.edu)
- 12. Payroll Options Disclosure Form

Student/Temporary Employee Signature

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 membe Regents, System Chancellor, ASU President or to any ASU ma supervisory authority over my job position (Initial)		
I certify that I have read and reviewed copies of the regulations and located at http://www.angelo.edu/opmanual/ and further certify that include provisions pertaining to the rights and responsibilities of the Sas an employee. I also understand that it is my responsibility to read do so does not absolve me from any responsibilities, obligations or red	t I understand that these regulations and State of Texas, Angelo State University, and these regulations and policies and that f	policies d myself
Student/Temporary Employee Name (Print) Stu	udent/Employee CID	

Date