



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 policies and disclosures are located on our New Employee website in the [New Student Employee and New Temporary Employee tab](#) or on the [Operating Policies and Procedures website](#) under section 52 Human Resources and 44 Information Technology.

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. Policy Statement on AIDS and HIV
2. Texas Hazardous Communication Act of 1985
3. Drug-Free Schools and Communities Act
4. Notice About Employee Information Statutes
5. FERPA Statement (Federal Family Educational Rights and Privacy Act)
6. Affordable Care Act Marketplace Disclosure Form
7. OP 16.02 Non-Discrimination & Anti-Harassment Policy & Complaint Procedure for Violations of Employment & Other Laws
8. ASU Notice of Non-Discrimination
9. OP 16.03 Sexual Harassment, Sexual Assault, Sexual Misconduct, & Title IX Policy & Complaint Procedures
10. OP 44.00 Information Security Roles and Responsibilities
11. OP 44.01 Acceptable Use Policy
12. OP 52.02 Ethics and Standards of Conduct Policy
13. OP 52.15 Equal Employment Opportunity
14. OP 52.26 Nepotism
15. OP 52.58 Workers' Compensation Insurance
16. Student Handbook (Available through the ASU website)
17. Payroll Options Disclosure Form

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 in the Operating Policies and Procedures website 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.

Student/Temporary Employee Name (Print)

Student/Employee CID

Student/Temporary Employee Signature

Date