

ANGELO STATE UNIVERSITY

EMPLOYEE ACKNOWLEDGEMENT AND CERTIFICATION

Please read this carefully before signing. If there is something you do not understand or if you have any questions about the items below, please ask your HR Representative.

By my signature below,

- **I certify** that I have **received and read** the Ethics and Standards of Conduct Statement (enclosed) 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. _____ (INT)
- **I certify** that I have received 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

This policy requires the employee to read the enclosed statement and sign below.

2. Acquired Immune Deficiency Syndrome (AIDS) and Human Immunodeficiency Virus (HIV) Policy

In accordance with the Human Immunodeficiency Virus Services Act and Chapter 85 of the Texas Health and Safety Code, ASU is committed to minimizing the risk of AIDS and HIV on campus through awareness and education.

3. Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)

This law requires the State of Texas to offer employees and dependents covered by the Texas Group Benefits Program the opportunity to temporarily continue health coverage under certain qualifying events.

4. Drug-Free Schools and Communities Act

This law requires the dissemination of information to students and employees regarding standards of conduct, description of health risks, description of resource assistance, and a statement of disciplinary sanctions pertaining to drug use and alcohol abuse.

5. Employee Information Statutes

State statutes related to your rights regarding information collected and maintained by ASU.

6. Equal Employment Opportunity Policy

ASU's policy on equal employment opportunity.

7. Faculty Staff Handbook – Excerpts from Chapter III, General University Policies and Procedures

This includes policies prohibiting political aid and legislative influence and provisions for the accountability and responsibility for state property. Also included is ASU's policy on the definition, conduct and remedies pertaining to sexual harassment. The complete Handbook is available through the ASU website, www.angelo.edu, or through the employee's department.

8. Sexual Harassment

This policy defines sexual harassment and the repercussions on ones actions.

9. Faculty Staff Handbook – Excerpts from Chapter VI, Multiple Employment With The State

Policy on dual or multiple employment appointments with other Texas state agencies.

10. Faculty Staff Handbook – Chapter VI, Policies Affecting Employees

Employee and employment policies are in Chapter VI of the Handbook.

11. Federal Family Educational Rights and Privacy Act (FERPA)

This law governs the conduct of ASU employees with access to student records.

12. Health Insurance Portability and Accountability Act of 1996 (HIPAA)

This law allows ASU's benefits administrator – Employees Retirement System (ERS) of Texas – to require evidence of insurability from employees who did not enroll in the benefits program during their initial period of eligibility and subsequently enroll in the benefits program at a later date.

13. Texas Hazard Communication Act of 1985

This statue requires ASU to provide information on the hazards of chemicals in use.

14. Workers Compensation Notice

This statue requires ASU to provide information on the workers compensation notice.

15. Information Security

ASU information security policies are required to be read and agreed to by all new employees per Texas Administrative Code 202.77 as a requirement to gain access to information resources.

I certify that I have received copies of the regulations and policies listed above 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