

ANGELO STATE UNIVERSITY
STUDENT/TEMPORARY 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. 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.

4. Employee Information Statutes

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

5. 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.

6. Sexual Harassment

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

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

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

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

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

9. Texas Hazard Communication Act of 1985

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

10. Student Handbook

The handbook is available through the ASU website, www.angelo.edu or through Student Life.

11. Selective Service (Men 18-26 years of age ONLY)

12. Timesheets and Paycheck Distribution

Student/Temporary Employee Name in Print

Employee CID

Student/Temporary Employee Signature

Date