



Angelo State University
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 may be found on our New Faculty and Staff Employee website 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 Hazard 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. Health Insurance Portability and Accountability Act of 1996 (HIPAA) Disclosure
8. ASU Notice of Non-Discrimination
9. OP 16.02 Non-Discrimination & Anti-Harassment Policy & Complaint Procedure for Violations of Employment & Other Laws
10. OP 16.03 Sexual Harassment, Sexual Assault, Sexual Misconduct, & Title IX Policy & Complaint Procedures
11. OP 44.00 Information Security Roles and Responsibilities
12. OP 44.01 Acceptable Use Policy
13. OP 52.02 Ethics Standards of Conduct Policy
14. OP 52.07 Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA)
15. OP 52.15 Equal Employment Opportunity
16. OP 52.26 Nepotism
17. OP 52.31 Multiple State Employment and Other Outside Employment
18. OP 52.36 Political Activities of University Employees
19. OP 52.58 Workers' Compensation Insurance

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 on 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.

Employee Name in Print

Employee CID

Employee Signature

Date