



**WASHINGTON STATE PARKS &
RECREATION COMMISSION
HUMAN RESOURCES**

**P-021 POLICY ACKNOWLEDGEMENT
(Permanent & Non-Permanent)**

POLICY ACKNOWLEDGEMENT

Employees must read the policies listed below, then sign and date it at the bottom.

(These documents are available from the supervisor, online at biz.parks.wa.gov/hr/files/, or network N drive)

Name _____ Work Location _____

Policy #	Policy Title (Effective Date)
70-41	Anti-Harassment and Discrimination (8/13/08)
70-30	Disclosing Improper Governmental Actions - Whistleblower (8/13/08)
71-17	Drug-Free Workplace
70-15	Employee Conduct and Ethics (9/18/06)
70-38	Internet Connectivity and Use (2/22/06)
71-13	No Smoking (11/29/07)
70-23	Reasonable Accommodation (5/27/09)
15-25	Remotely Accessing Information Services (3/9/10)
15-14	Using Agency Telephone Service and Equipment
70-37	Using Electronic Mail (2/22/06)
70-39	Violence in the Workplace (1/23/08)

I acknowledge that I have read and understand the policies listed above. I have also been given the opportunity to seek clarification on the policies from my supervisor and/or the Human Resources Office. I understand that a violation of any agency policies, including those above, may result in corrective/disciplinary action, up to and including dismissal.

Employee's Signature Date

I acknowledge that I have discussed these policies with the employee and have answered their questions. I am satisfied that the employee knows and understands these policies and their implications.

Supervisor's Signature Date

Distribution: Scan and email to NewEmployee.Paperwork@parks.wa.gov with all other new employee forms, and return the originals to the employee.