

## Policy Manual Rece

This is to certify that I have received a copy of the Policies and Procedures identified below and to also acknowledge that it is my responsibility to read the Policies and Procedures and maintain them in accordance with provisions outlined in the Introduction.

Signature

Print Name

Date

	<b>Introduction</b>	28(a)	Tuition Assistance 1199
	<b>Table of Contents</b>	28(b)	Tuition Assistance 1199 Request
1	Hiring	28(c)	Tuition Assistance Exempt
2	Code of Ethics	28(d)	Tuition Assistance Exempt Request
3	Work Standards	28(e)	Tuition Assistance OCSEA
4	Discipline	29(a)	MIS - General Information
5	Employee of the Quarter	29(b)	MIS - Electronic Mail
6	Drug-Free Workplace	29(c)	MIS - New Application & Network Accts
7	Smoking	29(d)	MIS - System & Application Security
8	Work Schedules, Meals and Break Periods	29(e)	MIS - Network User ID/Password
9(a)	Bi-weekly Time Sheets Work Hours Record	29(f)	MIS - Setting Up System/Application ID/Password
9(b)	Time Sheet	29(g)	MIS - Adverse Event Procedure
10(a)	Call-off Procedure	29(h)	MIS - Computer Policy Violations
10(b)	Call-off Form	29(i)	MIS - Configuration of MS Windows
11(a)	Overtime/Compensatory Time	29(j)	MIS - Configuration of MS XP
11(b)	OT Request	29(k)	MIS - Connecting Network Devices Security
12(a)	Leave and Leave Usage	29(l)	MIS - Operating System & App Security
12(b)	Leave Donation	29(m)	MIS - Firewall Boundary Security
12(c)	Leave Donation Form	30	Security Manual
12(d)	Leave of Absence & Leave Without Pay	31	Access to Confidential Personal Information
12(e)	Leave Adoption./Childbirth	32	Computer Redistribution and Salvage
12(f)	Leave FMLA	33(a)	Employment Outside ODADAS
13	Overnight Hospitalization & Form	33(b)	Employment Outside ODADAS Request
14	Resignation/Transfers	34	Media Relations
15	Political Activities	35	Legislative Advocacy
16	Solicitation	36	Nursing Mothers
17	Anti-Discrimination/Anti-Harassment	37	Personal Appearance
18	HIV/AIDS	38(a)	Union Leave Logs
19(a)	Barbara Warner Workplace Domestic Violence	38(b)	Union Leave Log Form
19(b)	Workplace Violence Prevention	39	Worker's Compensation Salary Continuation
20	Response	40	This section reserved for future policy
21	State Phones, Cell/Data Devices	41	This section reserved for future policy
22(a)	Travel	42	This section reserved for future policy
22(b)	Mileage Reimbursement & Travel Time	43	This section reserved for future policy
22(c)	Itinerary	44	This section reserved for future policy
23	State Vehicles	45	This section reserved for future policy
24	Public Records Requests	46	This section reserved for future policy
25	Records Management	47	This section reserved for future policy
26(a)	Medicaid Administrative Claiming	48	This section reserved for future policy
26(b)	Medicaid False Claims	49	This section reserved for future policy
27	Unauthorized Weapons	50	This section reserved for future policy