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| Name: |  |

Welcome to the Department of Revenue Services! These important policies are available at our DRS HR Onboarding page: <https://portal.ct.gov/DRS/Human-Resources/Onboarding/Welcome>

MY INITIALS BELOW INDICATE THAT IT IS MY RESPONSIBILITY TO READ AND ADHERE TO THE POLICIES LISTED BELOW.

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|  | DRS EAP Employee Assistance Program by TotalCare |
|  | DRS Tardiness Policy |
|  | Violence in the Workplace Prevention Policy |
|  | DRS Professional Image Policy |
|  | DRS Employee Attendance Policy & Guidelines |
|  | DRS Tax Information Disclosure Policy |
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|  | Code of Ethics for Public Officials and State Employees Guide |
|  | DAS General Letter 39: State of CT FMLA Family and Medical Leave Policy |
|  | DAS General Letter 34: Family Violence Leave Policy |
|  | DAS General Letter 115: Policy for the Use of State Owned Motor Vehicles & Personally Owned Motor Vehicles on State Business |
|  | DAS General Letter 214D: State Employees and Political Activity Policy  |
|  | Electronic Monitoring Notice |
|  | [Connecticut's Policy for a Drug-Free Workplace](http://das.ct.gov/HR/Regs/Current/Connecticut_Policy_for_a_Drug-Free_Workplace.pdf) |
|  | Public Records Policy 05: Disposition of Public Records |
|  | Acceptable Use of State Systems Policy |
|  | Policy on Security for Mobile Computing and Storage Devices |
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|  | MANDATORY TRAINING FOR NEW EMPLOYEES (per State statute):* + Workplace Violence Prevention (within 6 mos. of hire)
	+ Sexual Harassment Prevention
	+ Diversity

*You will receive instructions regarding these trainings above* |
|  | Dual Employment (TWO State agencies):In accordance with CGS 5-208a, no state employee shall be compensated for services rendered to more than one state agency UNLESS the appointing authority approves a dual employment agreement. Dual Employment - DAS General Letter 204 Dual Employment Request Form-DAS CT-HR-25*Contact Human Resources Immediately regarding a situation as this* |
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***Return this form to Human Resources upon completion.***

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| Signature: |  | Date: |  |