

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>

DIRECTIONS: Review each policy in its entirety and **initial in each box to the left of each policy** to indicate your acknowledgment and agreement. Upon completion, **sign and date the bottom of the form**. For electronic submissions, **typing your full name in the signature field will be accepted as your official signature**.

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

Initial below

	DRS EAP Employee Assistance Program by AllOneHealth
	DRS Tardiness Policy
	Violence in the Workplace Prevention Policy
	DRS Professional Image Policy
	DRS Employee Attendance Policy & Guidelines
	DRS Tax Information Disclosure Policy
	Background Check Policy
	General Rules of Conduct
	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
	<u>Connecticut's Policy for a Drug-Free Workplace</u>
	Public Records Policy 05: Disposition of Public Records
	Acceptable Use of State Systems Policy
	Policy on Security for Mobile Computing and Storage Devices
	<u>MANDATORY TRAINING FOR NEW EMPLOYEES (per State statute):</u>
	<ul style="list-style-type: none"> <input type="radio"/> Workplace Violence Prevention (within 6 mos. of hire) <input type="radio"/> Sexual Harassment Prevention <input type="radio"/> Diversity
	<i>You will receive instructions regarding these trainings above</i>
	<p><u>Dual Employment (TWO State agencies):</u> 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.</p> <p>Dual Employment - DAS General Letter 204 Dual Employment Request Form-DAS CT-HR-25 <i>Contact Human Resources Immediately regarding a situation as this.</i></p>

Signature: _____

Date: _____

Return this form to Human Resources upon completion.