OPM
Office of Policy and Management

Required Policies for New Employees to Read

Special Instructions: Items marked with an asterisk (*) can only be accessed <u>after</u> you have completed the orientation process and are provided with the necessary credentials. All other items (not marked with an asterisk) must be completed on your first day during the orientation process.

Acceptable Use of State Systems and the **Addendum** for Frequently Asked Questions

Affirmative Action Policy Statement

Data Breach Policy V 1.0 (09/19/22)

Discrimination Complaint Procedure (10/06/23)*

Disposition of Public Records
- After reading this policy, submit **Records Retention and Disposition Policy Acknowledgement of Receipt** form to the Human Resources Unit.

Drug Free Workplace Policy*

Electronic Monitoring Notice* (rev. 07/19/22)

Employee Assistance Program Policy* (rev. 07/19/22)

Ethics: Mission Statement and Policy of Ethical Conduct (rev. 07/19/22)

Ethics, Public Officials and State Employees Guide to the Code of

Family and Medical Leave Policy
Family Violence Leave Policy
Individuals with Disabilities Policy Statement
Management of Retention of E-mail and other Electronic Messages
Meeting Notice Requirements for Boards and Commissions (rev. 01/18/23)*
Mobile Computing and Storage Devices, Security
Personal Wireless Device Policy
Political Activities of State Employees
Pregnancy Discrimination and Accommodation in the Workplace
Procedure to Respond to Freedom of Information (FOI) Requests (rev 05/25/23)*
Procedure to Respond to Questions from the Media (rev. 05/25/23) *
Sexual Harassment Policy Statement
Sexual Orientation Policy Statement 10/06/23
Signatory Authorization*(rev. 07/19/22)
Smoke Free Environment Policy*(rev. 07/19/22)
State Resources, OPM*(rev. 07/19/22)
Telecommunications Equipment Policy
Violence in the Workplace Prevention Policy*(rev. 07/19/22)