



## **Required Review of Policies and Procedures**

[Acceptable Use of State Systems Policy](#) and the [Addendum](#) for Frequently Asked Questions

[Affirmative Action Policy Statement](#) rev. 09/23/25

After reading this policy, [Public Records Policy 05: Disposition of Public Records](#), submit [Records Retention and Disposition Policy - Acknowledgement of Receipt](#) form to the HR Unit.

[Data Breach Policy for the Office of Policy and Management](#) V1.0 rev. 09/19/22

[Ethics, Public Officials and State Employees Guide to the Code of](#) rev. 11/2021

[Ethics: Mission Statement and Policy of Ethical Conduct](#) rev. 03/13/25

[General Letter 2009-2 - Management and Retention of E-mail and other Electronic Messages](#) rev. 06/30/09

[General Letter No. 34 – Family Violence and Sexual Assault Leave Policy](#) rev. 10/01/24

[General Letter No. 39 - Family Medical Leave Policy](#) rev. 02/03/23

[Individuals with Disabilities Policy Statement](#) rev. 11/16/22

[Personal Wireless Device Policy](#) rev. 09/09/2020

[Policy on Security for Mobile Computing and Storage Devices](#) rev. 12/09/19

[Political Activities of State Employees](#) rev. 03/13/25

[Pregnancy Discrimination and Accommodation in the Workplace](#)

[Sexual Harassment Policy Statement](#) rev. 09/23/25

[Sexual Orientation Policy Statement](#) rev. 10/06/23

[Telecommunications Equipment Policy](#) rev. 12/09/19

~Continues on next page~

**Special Instructions:** Items below are marked with an asterisk (\*) and can only be accessed after you have completed the orientation process and are provided with the necessary credentials to your computer. All items above (not marked with an asterisk) must be reviewed on your first day during the orientation process.

**\*The items below can only be accessed from your computer with your login credentials. Access this list from the OPM Shortcuts folder that is located on your Desktop and should be reviewed soon after you complete the orientation.**

[OPM Attendance Guidelines\\*](#) rev. 11/2025

[Discrimination Complaint Procedure\\*](#) rev. 09/23/25

[Drug Free Workplace Policy\\*](#) rev. 12/2017

[Electronic Monitoring Notice\\*](#) rev. 07/19/22

[Employee Assistance Program Policy\\*](#) rev. 07/19/22

[Public Meeting Scheduling Notice and Agenda Requirements\\*](#) rev. 12/18/25

[Procedure to Respond to Freedom of Information \(FOI\) Requests\\*](#) rev. 01/29/24

[Procedure to Respond to Questions from the Media\\*](#) rev. 01/29/24

[Professional Image Policy, OPM\\*](#) rev. 03/07/25

[Signatory Authority\\*](#) rev. 07/19/22

[Smoke Free Environment Policy\\*](#) rev. 07/19/22

[Use of State Resources, OPM\\*](#) rev. 07/19/22

[Violence in the Workplace Prevention Policy\\*](#) rev. 07/19/22