

PERSONNEL DOCUMENTS RECEIPT
STEPHEN F. AUSTIN STATE UNIVERSITY

TO: NEW EMPLOYEES of STEPHEN F. AUSTIN STATE UNIVERSITY

I HEREBY CERTIFY that I have been furnished copies of the following Stephen F. Austin State University policies and procedures as well as the other publications and have been encouraged to read them:

- ❖ Ethics, 2.6
- ❖ Fraud, 2.7
- ❖ Computer System Access, 14.3
- ❖ Use of Electronic Information Resources 16.32
- ❖ Computer & Network Security, 14.2
- ❖ E-Mail for University Communications, 15.1
- ❖ Drug and Alcohol Testing, 11.6
- ❖ Illicit Drugs and Alcohol Abuse, 13.11
- ❖ AIDS and HIV Virus, 13.1
- ❖ HIV, Aids and the Workplace Fact Sheet from Texas Department of Health
- ❖ Discrimination Complaints, 2.11
- ❖ Sexual Misconduct, 2.13
- ❖ Dual Employment, 11.7
- ❖ Property Inventory and Management, 17.14
- ❖ Solicitation on Campus, 16.25
- ❖ Vacation Leave, 12.21
- ❖ Sick Leave, 12.18
- ❖ Longevity Pay and Hazardous Duty Pay 12.13

Date

Signature

Print Name

Social Security Number/Campus ID