



**GEORGIA DEPARTMENT
OF COMMUNITY HEALTH**

**NEW EMPLOYEE
POLICY
ACKNOWLEDGMENT
STATEMENTS**

Please read and initial each acknowledgment statement contained herein.

Name (Print): _____

Division/Office: _____

Section/Unit: _____

Job Title: _____

Department of Community Health

EMPLOYEE ACKNOWLEDGMENT STATEMENTS

1. ACCEPTANCE OF AN UNCLASSIFIED POSITION

The employment of an employee in an unclassified position is “at will”, which means that employment may be altered or terminated at any time as required by the Department’s business and/or budgetary needs. The Department of Community Health reserves and retains the right to make changes in the terms and conditions of employment as the Department determines to be necessary or appropriate for the effective and efficient administration of the Department and its mission. I hereby acknowledge and accept these terms of employment.

Employee’s Initials: _____ Date: _____

2. NOTICE TO MALES BETWEEN 18 AND 26 YEARS OF AGE

As of July 1, 1998, a male between 18 and 26 years of age may not be hired as an employee of the state unless he presents proof that he has registered with the *Selective Service System* as required by federal law or that he is exempt from such registration. Failure to provide such proof within seven (7) business days of employment will result in termination of employment. I hereby acknowledge that I have read this notice and understand the requirements.

Employee’s Initials: _____ Date: _____

3. DRUG-FREE WORKPLACE ACKNOWLEDGMENT

It is the policy of the Department of Community Health to maintain a drug-free work place. DCH employees are prohibited from engaging in the unlawful/illegal manufacture, distribution, dispensation, possession, or use of a controlled substance in the work place or while performing assigned duties. Violations of this policy will result in disciplinary action up to and including dismissal from employment. I understand that I must abide by the terms and conditions of this policy as a condition of employment. I further understand that I must notify my supervisor and/or other authorized officials of any criminal drug arrests or convictions (including a plea of nolo contendere). I also understand that federal law may mandate that the Department communicate conviction information to a federal agency and I hereby waive any and all claims that may arise for conveying this information to a federal agency. Additional information concerning this policy is provided in DCH Policy No. 415.

All employees of the Department of Community Health are prohibited from using or being under the influence of alcohol or illegal drugs while on duty. Employees are also prohibited from abusive use of legal drugs or other substances which when abused have the potential for significant risk of harm to the employee, other employees or the general public. Any employee is subject to drug/alcohol screening if there is a reasonable suspicion that the employee has used illegal drugs, or is under the influence of illegal drugs, alcohol or other substances while on duty. I hereby acknowledge that I am subject to the Department’s policy concerning employee drug and alcohol screening.

Employee’s Initials: _____ Date: _____



4. CERTAIN POSITIONS SUBJECT TO RANDOM DRUG TESTING

Employees in positions requiring Peace Officer Standards and Training (POST) certification and where "...inattention to duty or errors in judgment while on duty will have the potential for significant risk of harm to the employee, other employees, or the general public" are subject to random drug testing. The following jobs in the Composite State Board of Medical Examiners are subject to random drug testing: Investigations Director, Medical Agent 1, and Medical Agent 2. Employees, who refuse to submit to drug testing when directed or whose test result indicates the use of illegal drug(s), will be terminated immediately and will not be eligible for future employment with DCH for a period of 2 years.

Employee's Initials: _____ Date: _____

5. EQUAL EMPLOYMENT OPPORTUNITY AND UNLAWFUL DISCRIMINATION

The Department of Community Health and its employees are subject to the provisions of federal law prohibiting unlawful discrimination. The Department is an equal opportunity employer and does not discriminate on the basis of race, color, sex, national origin, disability, age, or religious or political opinions or affiliations. Complaints of unlawful discrimination should be addressed to the Director of the Office of Human Resources. I hereby acknowledge the Department's policy. For additional information regarding the Department's policy and complaint procedure, refer to DCH Policy Nos. 021 and 432.

Employee's Initials: _____ Date: _____

6. HARASSMENT IN THE WORKPLACE

It is the policy of the Department of Community Health that all employees and their work environment shall be free of all forms of unlawful harassment and intimidation. Unlawful harassment (i.e., any form of harassment relating to an individual's race, color, sex/gender-including same sex harassment, age national origin, disability or citizenship status) by any Department employee, supervisor, manager, or other individual doing business with or on behalf of the Department is a violation of this policy and will not be tolerated. Violations will subject an employee to disciplinary action up to and including dismissal from employment. Employees who complain about unlawful harassment, bring such an allegation to the attention of management in good faith, or cooperate in the investigation of a complaint will not jeopardize their employment with the Department. Retaliation against such employees will not be tolerated. Complaints of unlawful harassment should be directed immediately to the Director of the Office of Human Resources. I hereby acknowledge the Department's policy and that I must abide by it. For additional information regarding the Department's policy and complaint procedure, refer to DCH Policy No. 413.

Employee's Initials: _____ Date: _____

7. SMOKING POLICY

It is the policy of the Department of Community Health to provide a smoke-free environment in all Department offices. Smoking, therefore, is prohibited in all offices either occupied or controlled by DCH and in vehicles owned by or assigned to the Department. Smoking is also prohibited in employees' personal vehicles during work time when clients or customers are being transported. Employees who violate the policy on smoking will be subject to disciplinary action up to and including dismissal from employment. DCH Policy No. 412 provides additional information.

Employee's Initials: _____ Date: _____



8. STANDARDS OF CONDUCT

All employees of the Department of Community Health are expected to maintain and exercise the highest moral and ethical standards in carrying out their responsibilities and functions. Employees must conduct themselves in a manner that prevents all forms of impropriety, placement of self-interest above public interest, partiality, prejudice, threats, favoritism and undue influence. Written guidelines, which cover all phases of employee conduct, are not possible. However, refer to DCH Policy No. 410 for some examples, which establish a framework of principles to assist employees in ensuring that they perform in a professional manner. Employees who violate the policy on standards of conduct will be subject to disciplinary action up to and including dismissal from employment. I hereby acknowledge that I must abide by departmental policy governing standards of conduct.

Employee's Initials: _____ Date: _____

9. SECONDARY EMPLOYMENT

Employees of the Department of Community Health may seek and secure employment outside of the Department, provided that: the secondary employment does not constitute a violation of any federal or state law, Rules of the State Personnel Board or DCH Policy; does not constitute a conflict of interest with departmental employment; and does not interfere or conflict with an employee's ability to effectively perform assigned duties and responsibilities with the Department. In all cases, the employee's job with the Department must be considered primary. Employees must request and obtain approval prior to beginning secondary employment. Employees who fail to obtain proper approval for secondary employment will be subject to disciplinary action up to and including dismissal from employment.

It is unlawful for any full-time Department employee to transact business with the Department, either for the employee or on behalf of any business or for any business in which the employee or employee's family has a substantial interest.

I hereby acknowledge that I understand the secondary employment policy. For more information, refer to DCH Policy No. 411.

Employee's Initials: _____ Date: _____

10. POLITICAL ACTIVITY

Employees of the Department of Community Health are protected from undue political pressure, influence or coercion by federal and state laws. The same laws limit political activity while assuring that the right to participate in the political process is preserved. DCH Policy No. 416 outlines authorized and unauthorized political activity. Employees are responsible for reviewing the policy to understand the limitations of political activity. In addition, employees must request written approval before accepting a political appointment, seeking election to public office, political party office, or an office of a political organization. I hereby acknowledge that there are restrictions on political activity and that I must abide by the federal and state laws and departmental policies governing political activity.

Employee's Initials: _____ Date: _____

11. USE OF STATE PROPERTY

Employees of the Department of Community Health may not use or allow the use of State property for any activity other than official business. The use of the telephone for personal calls should be brief and limited and may not interfere with the employee’s official job responsibilities. Long-distance calls are prohibited, as is the acceptance of third party calls. State owned vehicles are authorized for use in the performance of all essential travel duties related to state business. State vehicles are not authorized for personal trips unrelated to state business nor for transporting passengers who are not state employees. Employees who violate this policy will be subject to disciplinary action up to and including dismissal from employment. For additional information concerning the policy, refer to DCH Policy No. 418.

Employee’s Initials: _____ Date: _____

12. USE OF STATE COMPUTERS AND THE INTERNET

The Department of Community Health has guidelines for the use of computer hardware and software and appropriate business usage of Internet access and electronic mail accounts provided by the Department. Individual passwords are issued to each employee for access to the network. Passwords are intended to remain private and confidential. Passwords prevent unauthorized access to the various common directories on the network and the email system, as well as access to external entity computer systems. Under no circumstances should DCH equipment be used for: business or solicitations related to commercial ventures; religious or political causes; illegal activity; knowingly downloading or distributing pirated software, data or malicious program code (viruses); accessing or downloading sexually explicit or pornographic material; accessing or downloading material that could be considered discriminatory, offensive, threatening, harassing, or intimidating including ethnic or racial slurs or jokes; accessing web chat sites and dating sites; or any other activity that would reflect discredit on the Department. DCH acknowledges that occasional personal use of Internet connectivity may occur. Any such use must be brief and infrequent. While the Department respects the privacy of employees, ensuring compliance with this policy is of utmost importance. Therefore, the Department reserves the right to retrieve and read any data composed, transmitted or received through on-line connections and stored on departmental property and to monitor Internet sites visited or attempted by employees. Failure to comply with this policy will subject employees to disciplinary action up to and including dismissal from employment. I hereby acknowledge that I must abide by departmental policy governing use of state computers and the Internet.

Employee’s Initials: _____ Date: _____

My signature below acknowledges that I have read the ____ pages of Acknowledgement Statements that will become a part of my official personnel file. Signing these acknowledgement statements does not relieve me of the responsibility to review all DCH policies and procedures and to abide by them.

Employee Signature: _____

Date: _____

