DAS Policies - Employee Acknowledgement

Provide DAS new hires with the below listed DAS policies. Employee must initial next to each policy below to acknowledge receipt. Upon completion, employee will provide this checklist to DAS HR for their personnel file then sign, scan and upload their 34 policies to the DAS policy link https://forms.gle/tmy8LP9hMT8hxgyD9P

Employee Name: _____   Date: _____

DAS Policy	Employee Initials
WV Executive Branch Confidentiality Agreement	
100.00 Written Instructions	
101.00 Mission, Vision, Values and Guiding Principles	
102.00 Organizational Structure	
103.00 Employee Training and Development	
104.00 Access Cards	
105.00 Record Management	
106.00 Division Website	
106.10 Division Webmaster	
107.00 Network Access	
108.00 Employee of the Quarter	
109.00 Dress Code	
129.00 Employee Grievance Procedure	
140.00 Internal Controls Program	
142.00 Internal Audit Unit	
150.00 Emergency Evacuation	
199.00 Covid-19 Policy	
200.00 Authority for Signature Approval of Personnel Documents	
201.00 Employee Performance Appraisals	
202.00 Pre-Employment Processing	
210.00 EEO and Prohibited Workplace Harassment	
217.00 Employment Conflicts	
229.00 Employee Code of Conduct and Disciplinary Procedures	
230.00 Time, Leave and Attendance	
280.00 24-hour Employee Contact Information	
282.00 Employee Bulletin Boards	
301.00 Review of Contracts	
302.00 Correctional Industries Act	
303.00 P-Card Internal Controls	
348.00 Employee Travel	

DAS Policy	Employee Initials
404.00 Application of Payments/Credit for Jail Bed Invoices	
405.00 Annual Notice – Jail Ops Partial Reimbursement Fund	
406.00 Annual Notice – Jail Per Diem Budgeting Reminder	
500.00 Asset and Fleet Management	

DOP & OT Policies - Employee Acknowledgement

Provide DAS new hires with links to access DOP & OT policies. Those marked with an * require an employee signed acknowledgement. Employee must initial next to each policy below to acknowledge receipt. Upon completion, employee will provide this checklist to DAS HR for their personnel file then sign, scan and upload their 4 DOP policies to the link provided on page 1.

DOP policies   https://personnel.wv.gov/rules/policies/Pages/default.aspx

WVOT policies   https://technology.wv.gov/ot-policies

Employee Name: _____   Date: _____

	DOP / OT Policy	Employee Initials
	DOP-P01 Smoking Restrictions in the Workplace Policy	
*	DOP-P02 Drug and Alcohol-Free Workplace Policy	
	DOP-P04 Emergency Situations/Inclement Weather Policy	
	DOP-P05 Annual Increment Policy	
*	DOP-P06 Prohibited Workplace Harassment Policy	
	DOP-P07 Worker's Compensation/Sick Leave Policy	
	DOP-P09 Employment References Policy	
	DOP-P10 Witness/Jury Service Policy	
	DOP-P11 Posting of Job Openings	
	DOP-P12 Pay Plan Policy	
	DOP-P13 Temporary Classification Upgrades Policy	
*	DOP-P15 Workplace Security Policy	
*	DOP-P17 Employee Performance Appraisal Policy	
	DOP-P18 Supervisor/Manager Training Program	
	DOP-P19 Severance Pay Policy	
	DOP-P21 Other Employment and Certain Volunteer Activities	
	DOP-P23 FMLA/PLA	
	DOP-P24 Settlement Agreements/Back Wages Policy	
	DOP-P26 Temporary Transition Policy	
	DOP-B2 Whistleblower Law Bulletin	
	DOP-B5 Fair Labor Standards Act Bulletin	

Employee Name: _____   Date: _____

	DOP / OT Policy	Employee Initials
	WVOT-PO1001 Information Security	
	WVOT-PO1002 Acceptable Use of State-Issued Portable/Mobile Devices	
	WVOT-PO1005 Email Use Standards	
	WVOT-PO1006 Data Classification	
	WVOT-PO1010 Acceptable Use of Instant Messaging	
	WVOT-PO1011 Digital Media Protection	
	WVOT-PO1012 Contract Management	
	WVOT-PO1013 Data Backup and Retention	
	WVOT-PO1014 Malicious Software Protection	
*	WVOT-PO1017 Social Media Access and Use	
	WVOT-PO1018 Network Violation Management	
	WVOT-PO1021 Account Management	
	WVOT-PO1022 Acceptable Internet Usage	
	WVOT-PO1033 Acceptable Use of Google Drive	
	WVOT-CIO-24-001 Cloud Data Retention	

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