

# 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 33 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                                    |                   |
| 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                                         |                   |
| 404.00 Application of Payments/Credit for Jail Bed Invoices    |                   |

| DAS Policy                                                 | Employee Initials |
|------------------------------------------------------------|-------------------|
| 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 and 1 OT 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                  |                   |             |
| WVOT-PO1001 Information Security                          |                   |             |

Employee Name: \_\_\_\_\_

Date: \_\_\_\_\_

| DOP / OT Policy |                                                                    | Employee Initials |
|-----------------|--------------------------------------------------------------------|-------------------|
|                 | 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                               |                   |

Revised 10/2/25