



RECEIPT AND ACKNOWLEDGMENT
CLASSIFIED EMPLOYEES

Please read the following statements and sign below to indicate your receipt and acknowledgment of The Office of Management and Enterprise Services (OMES) policies. These policies replace (supersede) all other previous policies of OMES. These policies, rules and procedures described within are subject to change at the sole discretion of OMES at any time. A copy of this receipt will be maintained as part of the employee's personnel file.

- I have received an electronic copy of OMES policies and I agree that I am responsible for reading it. I understand that these policies are for informational purposes and are not intended to replace the Merit Rules, State Statutes or Federal law. I will comply with the policies and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.
I am responsible for requesting leave and obtaining approval from my supervisor in advance. If I am unable to report to work, or must arrive late, I am required to contact my supervisor immediately. Failure to do so may result in disciplinary action.
I understand that non-exempt employees shall accrue compensatory time in lieu of payment of overtime in accordance with the provisions of the Fair Labor Standards Act.
Our customers entrust OMES with confidential information. It is, therefore, imperative that employees maintain confidentiality of specific information and understand that employment with OMES assumes an obligation to maintain confidentiality, even after an employee leaves the Agency.

The link to OMES policies is on the OMES home page under General Information on the right side of the page.
http://www.ok.gov/OSF/OMES_Employee_Information.html

- 1. Alternative Work Schedule/Form
2. Anti-Harassment
3. Anti-Violence/Bullying/Workplace Violence
4. Code of Ethics
5. Complaint and Investigation Process/Form
6. Computer Usage
7. Diversity
8. Dress Code
9. Drug-Free Workplace
10. EEO and Non-Discrimination
11. Education Assistance Program
12. Employee Election Season Guidelines
13. Employee/Offender Interaction
14. Employee Performance Recognition Awards
15. Fair Labor Standard Act (FLSA)
16. Family and Medical Leave Act (FMLA)
17. Game of Chance and Prize Solicitation
18. Grievance and Alternative Dispute Resolution
19. Policy Development
20. Progressive Discipline
21. Reasonable Accommodation/Form
22. Salary Adjustment
23. Secondary Employment
24. OMES Social Networking, Social Media
25. Time and Labor Manager Self-Service
26. Tobacco-Free Environment
27. Workers' Compensation

I have received and acknowledge the Office of Management and Enterprise Services (OMES) policies.

Employee Name / ID#

Employee signature / date

Submit completed form to humanresources@omes.ok.gov.