**Receipt of Personnel Policies and Procedures**

SETA’s Policies and Procedures, adopted by the Governing Board, contain rules and procedures that govern a variety of topics and serve as a reference and working guide for the administration of Agency business. This Policy and Procedures manual covers all SETA employees and as such will be available to all employees.

Below are policies that were covered during my new employee orientation, but I understand that I can find the remainder of the polices here: <https://staff.seta.net/app/uploads/2022/10/SETA-Policy-and-Procedures-rev-9.3.20-1.pdf>

* Equal Opportunity Employer, pg. 5
* Sick Leave Accrual & Usage, pg. 77 – 78
* Layoffs, Separation from Service, and Disciplinary Action, pg. 83 – 93
* Harassment, Discrimination, and Retaliation Policy & Complaint Procedure, pg. 101 – 106
* Vehicle and Driving Policy, pg. 107 – 109 *(N/A for non-driving employees)*
* Seat Belt Policy, pg. 110 *(N/A for non-driving employees)*
* Internet Use, pg. 114
* Electronic Mail (E-mail) Policy, pg. 115 - 116
* Drug & Alcohol Free Workplace Policy, pg. 117 – 120
* Tobacco Free Policy, pg. 127 – 128
* Social Media Policy, pg. 133 - 135

By signing below, I acknowledge that I am aware that SETA’s Personnel Policies and Procedures, as approved by the SETA Governing Board, are available on the SETA website and that I have access to the Personnel Policies and Procedures. I understand that these are the Policies and Procedures of the Agency and that I am obligated to adhere to them.

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**Print Name**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature**

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**Date**