



EMPLOYEE ORIENTATION

HANDBOOK - EMPLOYEE ACKNOWLEDGMENT

Policies that are relevant to the job position.

Seat Belt Policy (Section J-5, Pages 57-59)

Cell Phone Policy (Section J-2, Page 55, include copy of Memorandum)

Internet & Social Media Policy (Section J-12, Pages 63-67)

Drug Free Workplace (Section C-1, Pages 15-20)

Discrimination (Section F-4, Page 32)

Harassment (Section F-4, Page 32)

Probation Period (Section D, Pages 21-25)

Return to Work Policy (Section H, Page 45)

Copies of the following have been provided

Instructions to access the Stephens County Handbook

Workers Compensation Procedures

Bill of Rights for injured workers

Panel of Physicians

EAP (Employee Assistance Plan)

Job Description

Employee Name

Date

County Representative

Title

Date