www.dmvNow.com
Virginia Department of Motor Vehicles
Post Office Box 27412
Richmond, Virginia 23269-0001

POLICIES/PROCEDURES/HANDBOOKS ACKNOWLEDGEMENT

Purpose: Use this form to acknowledge an employee's receipt of policies, procedures and/or handbooks issued and their responsibility to complete all mandatory online training through the DMV knowledge Center.

Instructions: Give completed form to HR Consultant or send to HRO, Room 124.

EMPLOYEE INFORMATION

EMPLOYEE NAME (print)

DOCUMENT RECEIPT CHECKLIST

Department of Motor Vehicles Policies and Procedures

_____ DMV HR: Employee Code of Conduct **(Online)**

_____ Nepotism Policy **(Rev 8/2010)**

_____ Dress Guidelines **(Rev 10/2005)**

_____ DMV HR: Social Media Policy Training **(Online)**

_____ eTime Card **(Online)**

_____ Information Security Policies--User Responsibilities (**Rev 2/2010)**
- Information Security Policy Acknowledgement Form (HRO 29) (employee must sign, retain copy and return original)

_____ Security Awareness and Acceptable Use Training **(Online)**

_____ Surviving the PCI Audit - All Employees **(Online)**

Department of Human Resource Management (DHRM) and DMV Supplemental Policies

_____ Internet and Email Usage Policy **(Rev 2/2009)**

_____ Outside Employment Policy (**Rev 10/2005)**

_____ Telephone Services Policy (**Rev 7/2004)**

_____ Cell Phone Usage Policy (**Rev 9/2011)**

_____ General Safety and Security Policies (**Rev 2/2009)**

_____ Commonwealth of Virginia Policy 1.05 Alcohol and Other Drugs (**Rev 1/2006) (Online)**

_____ DMV Supplemental Policy on Alcohol and Other Drugs (**Rev 2/2012) (Online)**

_____ Commonwealth of Virginia Policy 1.75 Use of Electronic Communications and Social Media (**Rev 3/2011)**
- Certificate of Receipt **(Employee must sign and return)**

_____ Commonwealth of Virginia Grievance Procedure *

_____ DMV HR: Workplace Harassment Curriculum - 4 Modules

Employee Handbooks

_____ Commonwealth of Virginia Employee Handbook *
Privacy of Records, Intellectual Properties Policy, Political Activity
- Certificate of Receipt of Handbook **(Employee must sign and return)**

_____ Virginia Retirement System Handbook *

_____ Virginia Sickness and Disability Handbook *

Acknowledgment of Online Training

_____ Acknowledgement of responsibility to complete all mandatory online training courses offered through the DMV Knowledge Center within the prescribed time frame. See Required DMV Online Training courses list at the back of the New Employee Policies/Procedures booklet and/or online in the Knowledge Center.

* Not applicable to wage employees

CERTIFICATION

My signature on this document acknowledges receipt/discussion of the above initialed materials. I understand that it is my responsibility as a DMV employee to abide by all policies and procedures, and that failure to do so could result in disciplinary action up to and including termination of employment. If I have questions or wish to discuss any issues related to my employment, I may contact my supervisor, the Human Resource Office or the Department of Employment Dispute Resolution. Also, I am aware that I may access the most recent version of these documents through the Internet and DMV intranet.

EMPLOYEE SIGNATURE	DATE (mm/dd/yyyy)