



**State of Oklahoma
Office of Management &
Enterprise Services
Human Resources Department**

**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 / Schedule
2. Anti-Harassment
3. Anti-Violence / Bullying and Violence in the Workplace
4. Code of Ethics
5. Complaint and investigation Process / Form
6. Computer Usage
7. Diversity



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8. Dress Code
 9. Driver Responsibility Form
 10. Drug Free Workplace
 11. Education Assistance
 12. EEO and Non Discrimination
 13. Employee Election Season
 14. Employee/Offender Interaction
 15. Employee Performance Recognition Awards
 16. Fair Labor Standard Act
 17. Family and Medical Leave Act
 18. Game of Chance and Prize Solicitation
 19. Grievance and Alternative Dispute
Resolution
 20. Policy Development
 21. Progressive Discipline
 22. Reasonable Accommodation / Form
 23. Salary Adjustment
 24. Secondary Employment
 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