

Personnel Policy Acknowledgement – School Age Services

This policy went into effect June 2018 – please initial the following

I affirm that my employer HAS provided the personnel policies for the Ozarks Regional YMCA. I have read and understand the content and expectations and I agree to abide by the policy guidelines as a condition of my employment. *

I understand that if I have questions regarding the Personnel Policy, I will consult with my immediate supervisor. *

I have read and understand the Alcohol, Drug and Smoke Free Workplace Policy, which prohibits employees from working while impaired due to the use of alcohol, drugs or tobacco and selling or distributing controlled substances in the workplace. *

I have read and understand the Electronic Communication Policy, which states the use of the Ozarks Regional YMCA's electronic communication systems is a privilege and is provided only to authorized individuals. Employees waive electronic privacy rights while utilizing Ozarks Regional YMCA property. *

I have read and understand that I am a Mandated Reporter, as an employee of the Ozarks Regional YMCA, under Missouri state law I have a responsibility to report any reasonable suspicion that a child has been or may be subjected to abuse. *

I have read and understand the Accident Reporting Policy, which describes my responsibilities to report any workplace injuries, and that my employer will direct and provide medical treatment per workers compensation statute. *

I have read and understand the Return to Work Policy, which describes the policy on modified duty work for injured workers, and my requirement to accept the modified duty position. *

I have read and understand the Disciplinary Action Policy, which describes the actions taken if necessary, up to and including termination of employment for any violations of Personnel Policies. *

I have read and understand the School Age Services Communication Guide, which describes the actions necessary to contact the Staff Coordinator and if necessary, actions can be taken up to and including termination of employment for any violations. *

I have read and understand the Job Description that applies to my position in School Age Services and are responsible for all of the information contained within and if necessary, actions can be taken up to and including termination of employment for any violations. *

I affirm that my employer HAS provided the personnel policies for School Age Services. I have read and understand the content and expectations and I agree to abide by the policy guidelines as a condition of my employment. *

I have decided to take the online copy to be email to me or a paper copy to be received in onboarding.

Printed Name: _____ Signature: _____