



# ACKNOWLEDGEMENT OF STANDARDIZED POLICIES AND EMPLOYEE HANDBOOK

State Form 54115 (R4 / 5-18)  
 INDIANA STATE PERSONNEL DEPARTMENT

Employee Handbook: <http://www.in.gov/spd/files/eehandbook.pdf>

Standardized Policies: <http://www.in.gov/spd/2396.htm>

Policy	Initials
Affirmative Action	
Arrests or Convictions	
Background Checks	
Benefits Upon Recall or Rehire	
Dependent Eligibility Verification Audits	
Discipline (*Applies only to the Classified Service**)	
Drug and Alcohol Free Workplace	
Drug and Alcohol Testing	
Holidays	
Hours of Work and Overtime	
Layoff and Recall	
Leaves of Absence	
Leave – Community Service	
Leave – Emergency Conditions	
Leave – Family-Medical	
Leave – Funeral	
Leave – Military	

Policy	Initials
Leave – Military Family	
Leave – New Parent	
Leave – Personal	
Leave – Sick	
Leave – Vacation	
Nurse Hiring	
Parental Absence for Child’s Education	
Performance Management	
Personnel Files	
Prevention of Workplace Violence	
Salary Policies (Promotion, Demotion, and Transfer)	
State Employees’ Appeals Commission	
Support for Nursing Mothers	
Tobacco Testing	
Use of Health and Wellness Center	
Work-Related Injuries and Illnesses	
Workplace Harassment Prevention	

By my initials above and signature below, I acknowledge and agree that I am responsible for reading and complying with the State Personnel Department’s Standardized Policies. I also understand that the State of Indiana utilizes an employee handbook as a guide for employee compliance with employment and performance related responsibilities and that I am responsible for reading and complying with the employee handbook. I further acknowledge that my failure to adhere to those policies and procedures that apply to me may result in disciplinary action, up to and including dismissal from employment.

Printed Name of Employee

Date (month, day, year)

Signature of Employee

Date (month, day, year)

cc: Employee File