



ACKNOWLEDGEMENT OF STANDARDIZED POLICIES AND EMPLOYEE HANDBOOK

State Form 54115 (R7 / 1-25)
INDIANA STATE PERSONNEL DEPARTMENT

Employee Handbook: www.in.gov/spd/files/ehandbook.pdf

Standardized Policies: www.in.gov/spd/policies-and-procedures/standardized-policies

Policy	Initials
Affirmative Action	
Arrests or Convictions	
Background Checks and Hiring Process	
Certified Public Accountant (CPA) Award	
Classification Plan and Position Management	
Compensation	
Compensation for Direct Care Nurses	
Dependent Eligibility Verification Audits	
Discipline	
Drug and Alcohol Free Workplace	
Drug and Alcohol Testing	
Drug and Alcohol Testing - CDL Holders	
Drug and Alcohol Testing - TDPs and other positions	
Education Reimbursement & Tuition Assistance	
Flexible Work Arrangements	
Holidays	
Hours of Work & Overtime	
I9 Verification	
Layoff and Recall	
Leaves and Absences	
Leave – Community Service	
Leave – Emergency Conditions	
Leave – Family-Medical	

Policy	Initials
Leave – Funeral	
Leave – Military	
Leave – Military Family	
Leave – New Parent	
Leave – Personal	
Leave – Sick	
Leave – Vacation	
Performance Management	
Performance Management & Salary for Teachers	
Personnel Files	
Reasonable Accommodations	
Reasonable Accommodations Arising out of Pregnancy, Childbirth, or Related Medical Condition	
Referral Bonus	
Spot Bonus – Statewide	
Standardized Employee Bonuses	
Support for Lactating Parents	
Time Reporting	
Tobacco Testing	
WHOLE Employee	
Work-Related Injuries and Illnesses	
Workplace Harassment Prevention	
Workplace Violence 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