

Office of the Lieutenant Governor / Department of Culture, Recreation and Tourism

EMPLOYEE HANDBOOK POLICY ACKNOWLEDGEMENT

My signature hereon acknowledges that:

(1) I have: (*check one*)

- Received a copy of the Employee Handbook revised January 1, 2013 by email; or,
- Accessed the Employee Handbook revised January 1, 2013 on OLG/DCRT's intranet (Channel Z); or,
- Been given access to the Office copy of the Employee Handbook revised January 1, 2013 at my work site;

(2) I have read the Employee Handbook;

(3) I understand the information within the Employee Handbook;

(4) I understand the policies referenced in the Employee Handbook can be viewed on OLG/DCRT's intranet (Channel Z) or obtained from the Human Resources Division;

(5) I understand my obligation to comply with the requirements set forth within the Employee Handbook and related policies and procedures; and

(6) I understand that disciplinary action, including termination, can be imposed for violating the requirements set forth within the Employee Handbook and related policies and procedures.

Employee Signature

Date

Printed Name

Agency Name