

Office of Larry E. Reider
Kern County Superintendent of Schools
Advocates for Children

EMPLOYEE DOCUMENT VERIFICATION

I have received the following:

1. Child Abuse Reporting Requirements (if applicable) (SP 4116)
2. Code of Ethics (SP 4260)
3. Drug-Free Workplace (SP 4252)
4. Firearms Prohibition Policy (SP 4255)
5. Injury and Illness Prevention Program (SP 4250)
6. Integrated Pest Management Policy Statement (SP 3560)
7. Nondiscrimination in Employment (SP 4110)
8. Sexual Harassment Policy and Complaint Procedure (SP 4120)
9. Tobacco-Free Workplace (SP 4254)
10. Uniform Complaint Policies and Procedures (SP 4100)
11. Virtual Private Network Policy and Employee Acceptable Use Policy for Computers, Electronic Devices, network and Other Electronic Information Resources (SP 4265 and (SP 4290)
12. Use of Personal Vehicle for School Business Authorization (if applicable) (SP 4295)

I acknowledge that I have received the documents listed above.

Employee Name (Please Print)

Employee Signature

Division

Date

If you have questions regarding any of these documents or are in need of additional information, please call the Human Resources Department at (661) 636-4747. All the above policies can also be found on the Human Resources web page under "For KCSOS Employees."

PLEASE RETURN THIS FORM ALONG WITH THE "USE OF PERSONAL VEHICLE FOR SCHOOL BUSINESS AUTHORIZATION" TO HUMAN RESOURCES. RETAIN ALL OTHER FORMS FOR YOUR RECORDS.