



TEXAS A&M

HEALTH SCIENCE CENTER

NEW EMPLOYEE ACKNOWLEDGEMENT

I. Control of Fraud and Fraudulent Actions

I am required to report specific incidents of suspected fraud and criminal acts to my supervisor, the Chancellor or the System Chief Internal Auditor. System Policy 21.04, Control of Fraud and Fraudulent Actions, outlines the types of fraud and criminal actions that should be reported and employees' responsibilities for such reporting. I understand that I may review the policy by accessing it on the Internet (<http://sago.tamu.edu/policy/21-04.htm>) or by requesting a copy from my supervisor.

II. Receipt of Policy, Regulation and Rule Regarding Substance Abuse, and Receipt of Extracts of Texas Government Code.

I have received today from _____ copies of:
(Type or Print Name of Person Delivering Documents)

- Texas A&M University System Policy 07.01, Ethics Policy, TAMUS Employees.
- Texas A&M University System Policy 34.02, Drug and Alcohol Abuse and Rehabilitation Programs.
- Texas A&M University System Regulation 34.02.01, Drug and Alcohol Abuse and Rehabilitation Programs.
- Texas A&M Health Science Center Rule 34.02.99.Z1, Alcohol and Illegal Substance Abuse.
- Texas A&M Health Science Center Rule 34.05.99.Z1, Smoking and Use of Tobacco Products.
- Texas A&M University System Policy 08.01, Civil Rights Protections and Compliance
- Texas A&M University System Regulation 08.01.01, Civil Rights Compliance
- Texas A&M University System Regulation 34.04.03, HIV/AIDS in the Workplace and Learning Environment.
- Extracts from Texas Government Code, specifically Chapter 556 (Political Activities by Certain Public Entities and Individuals), Chapter 572 (Personal Financial Disclosure, Standards of Conduct and Conflict of Interest), and Chapter 2113 (Use of Appropriated Money).
- Fact Sheet, "HIV, AIDS and the Workplace" produced by the Texas Department of State Health Services (<http://www.dshs.state.tx.us/hivstd/info/edmat/E4-148.pdf>)
- Initial Notification of COBRA Rights for Medical, Dental & Vision Coverage
- General Information about Extended Pay Plan
- Overview of Voluntary Supplemental Pre-tax Savings Programs
- Notice to Employees, Texas Hazard Communications Act
- Notice of Privacy Practices for Medical Information.

"I acknowledge that I have received information regarding insurance and retirement benefits available to me, found online at <http://www.tamus.edu/assets/files/benefits/pdf/ae/GuideBookletprintableversion.pdf>. I acknowledge that it is my responsibility to be familiar and to act in accordance with Texas A&M University System policies and regulations, found online at <http://www.tamus.edu/offices/policy/policies/index.html>, and Texas A&M Health Science Center rules and procedures, found online at <http://www.tamhsc.edu/facultystaff/rules/>."

Printed Name of Recipient

Employee UIN

Signature of Recipient

Date

These receipts may be retained in the employee's personnel file, but they must be "accessible for public inspection." Departments may therefore choose to retain the acknowledgment(s) in a separate file.