



SOUTH CAROLINA DEPARTMENT OF AGRICULTURE

POLICIES AND PROCEDURES MANUAL ACKNOWLEDGEMENT

THE LANGUAGE USED IN THIS DOCUMENT DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENT OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THIS PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.

NOTICE

Any previous handbook issued or posted electronically prior to September 24, 2018 is no longer valid. The Policies and Procedures contained in the Manual supersede any previous policies issued by the South Carolina Department of Agriculture.

Please review the policies listed below and print and sign your name in the space provided to acknowledge that you have been made aware of these policies. All current policies are posted on the website located at: <http://agriculture.sc.gov/divisions/agency-operations/human-resources/>

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| Affirmative Action | Information Technology |
| Annual and Sick Leave | Leave Transfer Pool |
| Anti-Harassment | Mobile Communication Device Usage |
| Classifications | Nepotism |
| Disciplinary | News Media Contacts and FOIA Requests |
| Disclosure | Other Leave |
| Domestic Violence | Outside Employment or Business Activity |
| Dress Code | Overtime and Compensatory Time |
| Drug and Alcohol Testing | Recruitment and Selection |
| Drug Free Workplace and Substance Abuse | Reduction in Force |
| Dual Employment | Return to Work |
| Employee Performance Management System (EPMS) | Social Media |
| Ethics | Telecommuting |
| Family and Medical Leave Act (FMLA) | Work Hours |
| Furlough and Leave Without Pay | Workers' Compensation |
| Grievance | Workplace Violation |
| Hazard Communication | |
| Holidays | |

I understand that it is my responsibility to read each policy in its entirety and abide by the requirements.

Printed Employee's Name

Employee's Signature

Date