



POLICIES & PROCEDURES MANUAL ACKNOWLEDGMENT

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 CONTENTS 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

The South Carolina Department of Agriculture maintains agency-wide Policies and Procedures, which are available on the SCDA website at: agriculture.sc.gov/human-resources

All prior versions of agency-wide Policies and Procedures are rescinded and no longer in effect to the extent they conflict with the current policies posted on the website.

Employees are required to review and acknowledge these policies on an annual basis, regardless of whether substantive changes have been made.

Employees may also be required to re-acknowledge policies at any time in the event of updates or revisions.

Acknowledgment may be completed electronically (including through SCEIS) or in writing, as directed by Human Resources.

Policies include the following:

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

By signing below, I acknowledge that I have read the policies in their entirety and agree to comply with their requirements.

 Printed Employee's Name

 Employee's Signature

 Date