

HR Administrative Rules - EMPLOYEE BEHAVIOR

Confirmation of Receipt

I have reviewed Administrative Rules:

- 2.02 [Prohibition Against Workplace Harassment, Discrimination and Retaliation](#)
- 4.01 [Drug and Alcohol Use Prohibited](#)
- 4.08 [Information Technologies](#) (4.08 A [Social Media](#))
- 4.09 [Use of City Resources](#)
- 4.12 [Workplace Violence Prohibited](#)
- 5.01 [Employee Discipline](#)
- 11.01 [Statement of Ethical Conduct](#)
- 11.02 [Prohibited Conduct](#)
- 11.03 [Duty to Report Unlawful or Improper Actions](#)
- 11.04 [Protection of Restricted and Confidential Information](#)

I have had an opportunity to read and ask questions for clarification and I understand that I am expected to adhere to these rules in their entirety.

Employee Name (please print legibly)

Personnel Number (PRNR)

Employee Signature

Date

Job Class Title

Bureau where employed

Manager/Supervisor Signature
Supervisor Name

Date

A copy of this acknowledgment form will be placed in the bureau personnel file and the BHR personnel file.