

UND MEMORANDUM

To: All Employees

From: Pat Hanson 
Director, Office of Human Resources and Payroll Services

Re: Annual Notification of Policies Acknowledgement

The annual notification of policies acknowledgement is in response to North Dakota's Risk Management compliance regulations as well as the State Board of Higher Education's policies regarding Drug-Free Workplace, Computing and Network Usage, Nepotism, Discrimination and Harassment Grievance Procedures, Code of Conduct and Fraud. This acknowledgement is being sent to all University of North Dakota employees. New employees are asked to complete this form again even though you may have just done so.

To minimize paper use, the full policies and procedures can be found on the Office of Human Resources Web site at <http://und.edu/finance-operations/human-resources/policies.cfm>. It is important for you to read these policies and procedures and to acknowledge that you understand them by your signature below. Please return this form to the Office of Human Resources and Payroll Services through your supervisor, your department HR manager, or directly to the Office of Human Resources and Payroll Services, Stop 8010.

If you have questions about any of the policies or procedures, please contact the Office of Human Resources and Payroll Services in Room 313, Twamley Hall, by phone at 777-4361, or by e-mail at und.humanresources@und.edu.

My signature below indicates that I have reviewed and understand the policies and procedures for fire, bomb threats, severe weather/natural disaster, sexual harassment, hostile work environment, workplace violence, drug-free workplace, computing and network usage, discrimination and harassment grievance procedures, designated medical provider, nepotism, code of conduct, fraud, and the employee assistance program (EAP).

Print Name

Department Name

Signature

Date