

Steve Sisolak
Governor



Laura E. Freed
Director

Matthew Tuma
Deputy Director

Frank Richardson
Administrator

**STATE OF NEVADA
DEPARTMENT OF ADMINISTRATION**

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ACKNOWLEDGEMENT FORM

I acknowledge I have received and reviewed the following Department of Administration Policies and Procedures:

- Policy 2.1.3 FMLA
- Policy 2.2.1 Leave & Overtime
- Policy 2.3.1 Work Schedule
- Policy 2.4.3 Furlough
- Policy 2.6.2 Travel and Per Diem
- Policy 2.5.1 Catastrophic Leave and Procedures
- Policy 2.7.1 Work Attire (Dress Code)
- Policy 5.1.2 Possessing Firearms and Dangerous Weapons at Work
- Employee's Guide to Prohibitions and Penalties

Name (print)

Division

Signature

Date

Supervisor Signature

Date

Please return to Agency HR Services
cc: Employee File