

Town of Essex Comprehensive Employee Acknowledgement Regarding Policies

(Please return to your Supervisor – within 30 days, if a new hire – or by the end of July, if part of an annual review/renewal – Supervisor to Provide to Town Administrator)

I, _____ of _____ (dept., board, or commission)
 (printed name) certify that I have visited the Town of Essex website at www.essexma.org (Town policies section) and have read and understand all of the policies that apply to me, as initialed below by me. I may arrange for review and/or printing of these materials with my supervisor during work hours, if desired. If questions arise in the future relative to any of these policies, I will consult my supervisor and/or the Town Administrator before taking action regarding the topics covered therein.

_____ Signature	_____ Date	_____ Fiscal Year <i>Initial if Applies or N/A if not</i>
<i>POLICY</i>	<i>APPLICABILITY</i>	
Town of Essex Comprehensive Public Records and Technology Policy	All Employees	_____
Town of Essex Sexual Harassment Policy*	All Employees	_____
Town of Essex Discriminatory Harassment Policy	All Employees	_____
Town of Essex Drug and Alcohol-Free Workplace Policy	All Employees	_____
Town of Essex Family & Medical Leave Act Policy	All Employees	_____
Town of Essex Nominations for Office Policy	All Employees	_____
Town of Essex Policy Regarding Riding in Town-Owned Vehicles	All Employees	_____
Town of Essex Personnel Rules & Regulations	All non-union Employees	_____
Custody of Mobile Technology Form	All Employees w/ Portable Town Devices	(form must be on file each device)
Town of Essex HIPAA Privacy Policy for Designated Health Care Components	Covered Entities**	_____
Town of Essex HIPAA Security Policy for Designated Health Care Components	Covered Entities**	_____

* Will also be sent in paper form, pursuant to applicable law.

** A “covered entity” under the Health Insurance Portability and Accountability Act means: The Town Administrator, The Selectmen’s Assistant, The Treasurer, the Public Health Nurse, the Board of Health Administrator, the Fire Chief, the Fire Department Clerk, and all Ambulance Department personnel.