



Ohio Department of Natural Resources

JOHN R. KASICH, GOVERNOR

JAMES ZEHRINGER, DIRECTOR

FROM: Office of Human Resources

RE: Department Policies and Procedures

Welcome to the Ohio Department of Natural Resources. We are pleased that you chose employment with us. Please be advised that you will be responsible for review and compliance with the Ohio Department of Natural Resources policies and procedures. You can access the policies and procedures on the department's website at <http://ohiodnr.com/tabid/23703/Default.aspx>.

Employee Name: _____

Division/Office: _____

Classification/Job Title: _____ Appointment Type: _____

Bargaining Unit: _____ Classified/Unclassified: _____

Employee Initial	Representative Initial	
		Employee's probationary period is _____ days (120, 180, 365)
		Employee received health insurance information Date to be submitted __/__/__ (Within 31 days from the date of hire)
		Employee received one on one orientation information
		Employee received random drug test information (if applicable)
		Employee ID processed

I understand that if I operate any licensed state vehicle without a valid driver's license, I am subject to disciplinary action and possible criminal charges. I also understand that if my driving privileges are expired, revoked or suspended for any reason, I am required to notify my supervisor as soon as possible.

By signing below, I acknowledge that I have received notice of my responsibility for knowledge and compliance with the information included in this document.

Employee Signature

Date

Department Representative Signature

Date