

New Employee Policy Acknowledgment

It is the responsibility of CalSTRS to ensure that employees are aware of the organization's policies, standards and guidelines. All employees are required to review CalSTRS policies, standards, and guidelines upon initial appointment and annually during their employment with CalSTRS. You are required to review each policy linked below sign this form electronically and submit it to Human Resources (HR).

Please email the signed form to PayandPositionControl@calstrs.com.

Please Click on Each Link Below to Review Each Policy:

[Advisory Board and Annual Meeting Travel Policy](#)

[Alternate Work Schedule Policy](#)

[Code of Ethics and Business Conduct](#)

[COVID-19 Mitigation and Notification Policy](#)

[Discrimination, Harassment, and Retaliation Prevention Policy](#)

[Drug and Alcohol-Free Workplace Policy](#)

[Employee Business Travel](#)

[Employee Relationship Disclosure Policy](#)

[Facilities and Workspace Policy](#)

[Gift Policy & Guide](#)

[Information Security Policy](#)

[Internet Usage Policy](#)

[Lactation Accommodation Policy](#)

[Media Contact Policy](#)

[No Retaliation Policy](#)

[Path Forward - Working on Site Policy](#)

[Personally Identifiable Information Policy](#)

[Physical Security and Emergency Management Policy](#)

[Printed Document Security Policy](#)

[Prohibiting Insider Trading, Front Running, and Disclosure or Misuse of Confidential Investment Information Policy](#)

[Public Records Act Policy](#)

[Reputational Risk Management Crisis Communications Policy](#)

[Restrictions on Employment after Separation from CalSTRS Policy](#)

[Separation/Transfer Policy](#)

[Smoke Free Campus](#)

[Telework Policy](#)

[Temporary COVID-19 Visitors Policy](#)

[Use of State Facilities and Equipment Policy](#)

[Vacation and Annual Leave Accumulation - Over Maximum Policy](#)

[Zero Tolerance Workplace Violence Prevention Policy](#)

Acknowledgment Signature

Your signature indicates that you have read, understand and will comply with CalSTRS policies, standards and guidelines. Failure to do so may result in consequences up to and including termination.

Employee Signature	Date
Employee Name (Print)	Branch/Division