

**SOUTH CAROLINA FORESTRY COMMISSION  
POLICIES AND PROCEDURES MANUAL**

**EMPLOYEE ACKNOWLEDGEMENT NOTICE**

**THE LANGUAGE USED IN THE SOUTH CAROLINA FORESTRY COMMISSION POLICIES AND PROCEDURES DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE AGENCY. THIS DOCUMENT DOES NOT CREATE ANY CONTRACTUAL RIGHTS OR ENTITLEMENTS. THE AGENCY RESERVES THE RIGHT TO REVISE THE CONTENTS OF THIS DOCUMENT, IN WHOLE OR IN PART. NO PROMISES OR ASSURANCES, WHETHER WRITTEN OR ORAL, WHICH ARE CONTRARY TO OR INCONSISTENT WITH THE TERMS OF THE PARAGRAPH CREATE ANY CONTRACT OF EMPLOYMENT.**

This form acknowledges that I have received the following major policies and procedures:

**Affirmative Action Policy Statement  
Concealed Weapons Policy and Procedure-Number 2813  
Drug and Alcohol Testing Procedures  
Drug Free Workplace Statement  
Employee Performance Management System (EPMS)-Number 2531  
Grievance Policy and Procedure-Number 2517  
Incentive Based Physical Fitness Program Procedure  
Overtime Policy and Procedure-Number 2529  
Progressive Discipline Policy and Procedure Number 2527  
Reduction In Force Policy and Procedure-Number 2534  
SC Forestry Commission Policies Manual**

I understand that these policies/procedures, and all other agency polices/procedures are located on the agency intranet page at <http://www.state.sc.us/forest/employee.htm>. Please print your name and sign the space provided to acknowledge receipt of the above policies and procedures.

\_\_\_\_\_  
Employee's Name (PRINT NAME)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Office