



POLICY ACKNOWLEDGEMENT

Instructions: This form must be received at the Department of Military Affairs (DMA) State Human Resources Office no later than 30 days after your start date. If you are submitting this form outside of New Employee Orientation, submit to DMAHR@widma.gov. Additionally, State Human Resources will communicate a periodic schedule for this form to be reverified during employment with the DMA.

Employees of the Department of Military Affairs (DMA) are required to abide by all policies and procedures issued by the DMA and the State of Wisconsin, including but not limited to the policies listed on the DMA website. It is the responsibility of the employee to request clarification, if needed, about any policy or procedure with their immediate supervisor or Human Resources.

The policies and procedures can be found on the DMA public website (<https://dma.wi.gov/resources/state-human-resources-office/policy-procedures/>). Refer to this page periodically for additions and revisions to ensure you are adhering to the current policies.

I attest that I have the responsibility to read, understand and abide by all policies and procedures, including but not limited to the policies listed above. I further understand that it is my responsibility to bring any questions or concerns about my understanding of these policies to my supervisor or State Human Resources for clarification.

I understand that this signed acknowledgement will become a permanent part of my personnel file.

EMPLOYEE NAME (PRINT)	CLASSIFICATION / JOB TITLE
EMPLOYEE SIGNATURE	DATE SIGNED