

**New Employee Processing Acknowledgment Form**

I acknowledge receiving training over how to access City of Kansas City, Missouri policies online via the mykc.kcmo.org website and can request a paper from my supervisor, HR Liaison or Human Resources. I further acknowledged having been trained on the following policies and agree to abide by those and all policies during the duration of my employment with the City of Kansas City, Missouri.

\_\_\_\_\_ Human Resources Rules and Policy, including:

- Section 1.6 Political Activity
- Section 1.12 Recording in the Workplace
- Section 1.17 Change of Address/ Telephone Number
- Section 1.20 Use of Wireless Telephone While Operating a Motorized Vehicle
- Section 1.22 Reporting of Violations of Law
- Section 7.6 Residency Requirement
- Section 7.7 Nepotism
- Section 8.5 Transfers During Probationary Period
- Section 10.3 Frequency of Employment Performance Appraisals
- Section 11.1 Causes for Disciplinary Actions

\_\_\_\_\_ Weapons and Dangerous Instruments Policy

\_\_\_\_\_ Zero Tolerance Policy Regarding Threats or Acts of Violence in the Workplace

\_\_\_\_\_ Technology Procurement, Use and Security (AR 1-16)

\_\_\_\_\_ Social Media Policy/Employee Guidelines for Personal Social Media Use

\_\_\_\_\_ Reasonable Accommodations for Employees with Disabilities (AR 1-18)

\_\_\_\_\_ Drug & Alcohol Misuse Testing Policy

\_\_\_\_\_ Equal Employment Opportunity Discrimination/Harassment Policy

\_\_\_\_\_  
Printed or Typed Name of Employee

*/s/*  
\_\_\_\_\_  
Signature or Electronic Signature

\_\_\_\_\_  
Employee ID

\_\_\_\_\_  
Date (m/d/yyyy)

Submit Form

Clear Form