



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 a career with us. In order for you to effectively serve ODNR 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 these policies procedures on the department's website at <http://www.dnr.state.oh.us/> . Select the link **divisions and offices** on the left hand side of the web page, then select **Office of Human Resources**, and **Policy Manual**. You will need to review all of the policies and procedures located on the website.

Employee Name: _____

Division/Office: _____

Classification/Job Title: _____ Appointment Type: _____

Bargaining Unit: _____ Status: _____

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)

Sign below as acknowledgement that you received notice of your responsibility for knowledge and compliance with ODNR's policies and procedures. We look forward to having you as a member of our department.

Employee Signature

Date

Department Representative Signature

Date