

**Adjutant General's Department**

***State Employee Procedure Letter #22 and  
State Employee Discipline and Work Rules Policy Acknowledgement***

---

I hereby acknowledge that I have received and read the 7 November 2011 State Employee Procedure Letter #22 and State Employee Discipline and Work Rules Policy.

\_\_\_\_\_  
Employee Name - Printed

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Work Location