

ATTACHMENT: 4.3.2p1.a2.

**SAMPLE EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge that as an employee of the Technical College System of Georgia, I am subject to ethical responsibilities contained in the Governor’s March 30, 2017 Executive Order and other policies and procedures which are accessible to me in the Technical College System of Georgia’s State Board Policy Manual located at <https://tcsge.edu/tcsgpolicy/>

**ADDITIONAL LANGUAGE FOR COLLEGE EMPLOYEES**

In addition, I acknowledge I am subject to the local policies and procedures of [redacted] Technical College located at [insert web address of college handbook or policy manual].

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

\_\_\_\_\_  
Date

cc: Employee Personnel File