**ACKNOWLEDGMENT OF PERSONAL RESPONSIBILITY BASICS**

I have received a copy of the Personal Responsibility Basics page from the State of South Dakota Employee Handbook on the date listed below. I understand that I am expected to read and understand my responsibilities to the citizens of South Dakota.

Additionally, I understand the full text of the Personal Responsibility Basics and other employee policies are available in the State of South Dakota Employee Handbook. I am aware I can view the State of South Dakota Employee Handbook by visiting <http://bhr.sd.gov/forms/Handbook.pdf>or can receive a copy of the handbook by contacting the Bureau of Human Resources at 605.773.3148.

I understand that this form will be retained in my personnel file.

\_ Signature of Employee Date

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Employee's Name – Printed Agency Employee ID Number

\_ Supervisor’s Signature Date