



DEPARTMENT OF VETERANS AFFAIRS
AUSTIN INFORMATION TECHNOLOGY CENTER
1615 Woodward Street
Austin TX 78772

Dear New Employee:

Welcome to the Department of Veterans Affairs (Austin Information Technology Center). Please read the following new employee information and sign and date the certification area.

Information for New Employees

As an employee at our facility, the following conditions of employment exist*:

- Normal administrative hours are 8:00 a.m. to 4:30 p.m.
- You have been provided information on the Master Agreement between the Department of Veterans Affairs and the American Federation of Government Employees between bargaining unit employees and management.
- Our automation center recognizes that a positive working environment must be built on a solid foundation of trust, mutual respect and a shared responsibility for organizational success.
- Our automation center has a ZERO TOLERANCE policy for violence in the workplace, which includes verbal and/or physical threats.
- Security badges must be worn by all employees at all times and shown above the waist.
- Our automation center has a ZERO TOLERANCE policy for employee abuse, which includes physical, emotional, and/or financial abuse.
- Our automation center maintains a smoke free facility. Smoking must be done outside in designated areas
- All employees are required to attend certain agency mandatory training programs.
- A cafeteria is located across the hall from the Human Resources office and is open Monday through Friday from 6:30 a.m. to 3:00 p.m. for all employees. Microwaves are available for use.
- Breaks and lunch periods are scheduled by supervisors in accordance with department need.
- Professionalism is deliverance of service, including Dedication, Commitment, and being a Team Player is expected from all employees.
- You must be ready, able, and willing to work at the appointed times.
- You must be at your worksite on time unless on approved leave or Authorized Absence.
- Parking is available directly in front of the building with appropriate pass. An overflow parking lot available down the street (Woodward), in front of the IRS building.
- Our automation center has a ZERO TOLERANCE for illegal drug use in the workplace.

*This list is not all inclusive

Certification:

I have read and understand the “Information for New Employees-Conditions of Employment” as listed above.

Signature

Date

This form is for AITC, VA Employees Only

Please contact your Supervisor/local HR contact for additional or local requirements.