

Acknowledgement of Receipt of Required Policies & Notices

I, _____, acknowledge receipt of and understand it is
PRINT NAME

my responsibility to read the policies and notifications listed below. They are available to download and read on the CCM website at www.ccm.edu/humanresources through the New Employee On-boarding Materials page.

- Policy Prohibiting Sexual Harassment
- Policy Prohibiting Discrimination
- Drug and Alcohol Program
- Employer Obligation to Maintain & Report Records
- Workers Comp Notice
- Family Leave Insurance (FLI)
- Federal Family & Medical Leave Act Notice
- Gender Equity Notice (**I have read & understand**) Initial here:
- Title IX
- NJ Family Leave Act (NJFLA)
- ACA Marketplace Notice
- ADA Policy
- FERPA
- Jeanne Clery Act
- Substance Abuse Policy
- NJ Earned Sick Leave Notice
- As applicable - Union Contract and WDEA Notice

I am required to complete the trainings noted below within 60 days of receipt. The training information will be emailed to me through my CCM email after employee orientation is completed. Information on how to access these trainings will be included in the email sent to me. I may print and keep the completion certificates for my records.

- Cybersecurity Training
- Vector Training
 - Campus Safety Training
 - Title IX and Sexual Harassment Prevention for Employees
 - Sexual Harassment (Title VII) Staff to Staff
 - Code of Conduct Acknowledgement
 - Code of Ethics Acknowledgement
 - Policy governing Use of IT Acknowledgement
 - Data Security Policy Acknowledgement

I understand I can contact Human Resources at (973) 328-5037 at any time if I have questions on any of the information provided.

Employee Signature

Date