

Acknowledgement of Receipt of Required Policies & Notices for Contracted Instructor/Outside Entity Employees

I, _____, acknowledge receipt of and understand it is
PRINT NAME
my responsibility to read the policies and notifications listed below, which have been provided to
me today.

- Sexual Harassment Policy
- Non-Discrimination Policy
- Code of Ethics
- Use of IT Policy
- Data Security Policy
- FERPA

The maximum number of hours a part time employee is authorized to work, in combination with any other position, including but not limited to, part time/adjunct faculty, is 29 hours per week.

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