

## 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, which are available to download and read on the CCM website at [www.ccm.edu/humanresources](http://www.ccm.edu/humanresources) through the New Employee On-boarding Materials page.

I also understand I am required to complete training programs within 30 days of receipt. They will be emailed to me through my CCM email once on-boarding has been established. Information on how to access these programs will be included in the email. You may print and keep the certificates for your records.

- Policy Prohibiting Sexual Harassment
- Policy Prohibiting Discrimination
- Drug and Alcohol Program
- Code of Ethics
- Use of IT Policy
- Phishing training email from IS
- Data Security Policy
- Employer Obligation to Maintain & Report Records
- Workers Comp Notice
- Family Leave Insurance (FLI)
- Federal Family & Medical Leave Act Notice
- 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

- Gender Equity Notice (**I have read & understand**)

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

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Employee Signature

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Date