

**EMPLOYEE INFORMATION**

Name:	B#:	Date:
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**PROCEDURES / POLICY GOVERNANCE ACKNOWLEDGEMENT**

I acknowledge that, during the New Employee Orientation, I have been made aware that I am responsible for reading and complying with Eastern Florida State College's: <ul style="list-style-type: none"> <li>• Procedures Manual,</li> <li>• Board Policy Governance Manual,</li> <li>• Emergency Management Response Plan,</li> <li>• Technology and Internet Ethics &amp; Acceptable Use Policy (also Procedure 106).</li> </ul> All documents are located on the College's website.	Initial:
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**DRUG-FREE CERTIFICATION**

I certify that I have been made aware that I am responsible to read, understand, and comply with Eastern Florida State College's Procedure 302.5 Drug-Free College which includes, but is not limited to, the required affirmation of drug-free employee behavior and of the requirements to notify the College of any conviction for a drug-related offense.	Initial:
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**EQUITY INFORMATION**

I acknowledge that I have been informed of the College's Equal Access / Equal Opportunity Procedure (EFSC Procedure 302.1) and the Grievance / Complaint Procedures (EFSC Procedure sections 200 and 201).	Initial:
I also acknowledge that I have been provided the contact information regarding the Chief Equity and Diversity Officer.	

**MANDATORY TRAINING ACKNOWLEDGEMENT**

I hereby acknowledge that, on this date, I have been made aware of the Mandatory Training requirement that I must complete: <p><b>Faculty training requirement before I begin teaching:</b></p> <ul style="list-style-type: none"> <li>• <b>Canvas Training for New Faculty</b> (EFSC's Learning Management System)</li> </ul> <p><b>Human Resources Mandatory Training requirements that I must complete within 30 days:</b></p> <ul style="list-style-type: none"> <li>• <b>Workplace Harassment Prevention</b> (Information on recognizing potential harassment)</li> <li>• <b>Preventing Sexual Harassment</b> (Information on how to recognize and respond to misconduct)</li> <li>• <b>Bystander Intervention</b> (Information on successfully intervening in a problematic situation)</li> <li>• <b>Protecting Children: Shine a Light video and Identifying and Reporting Sexual Misconduct</b> (A two-part training which reinforces that it is my responsibility to report suspected evidence or event of child abuse or neglect to my supervisor or to an EFSC administrator)</li> <li>• <b>Bloodborne Pathogen Training</b> (Information on Hepatitis B &amp; methods to avoid infection)</li> <li>• <b>Confidentiality Training</b>  <i>(It is my duty to protect all confidential information acquired while working at EFSC; this obligation will survive the end of my association with the College)</i></li> <li>• <b>Disability Awareness Training</b>  <i>(It is my responsibility to read Procedure 302.6 Compliance with the Americans with Disabilities Act that is available to me in the online Procedures Manual)</i></li> <li>• <b>Hazard Communication / Right-to-Know Training</b> (Explains your rights and duties under the law and EFSC's commitment to workplace safety)</li> <li>• <b>Ethics &amp; Guidelines for E-mail and Computer Usage / Outlook Basics for New Employees</b></li> </ul> <p><b>I understand</b> that I will receive instructions by email from Academic Technology and from Human Resources and that it is my responsibility to take the training within thirty days of hire.</p> <p><b>I also understand</b> that it is my duty to ask questions when I do not understand.</p> <p><b>I agree to comply</b> with the recommended practices and procedures set forth in these training sessions in the performance of my job duties.</p>	Initial:
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Orientation Information Review Completed. <b>Signature:</b>	
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