**HUMAN RESOURCES ONBOARDING CHECKLIST**

Name L#

# Section I – Policies and Procedures

# [College Online Policy & Procedure System (COPPS)](https://www.lanecc.edu/copps) [Board of Education: Institutional Integrity Policy](https://go.boarddocs.com/or/lanecc/Board.nsf/Public)

# [Affirmative Action & Equal Employment Policy](https://www.lanecc.edu/copps/documents/affirmative-action-and-equal-employment-policy) [Affirmative Action Guidelines and Complaint Procedure](https://www.lanecc.edu/copps/documents/affirmative-action-guidelines-and-complaint-procedure)

# [Harassment Based on Race/Ethnicity/National Origin](https://www.lanecc.edu/copps/documents/harassment-based-race-or-ethnicity-or-national-origin-general) [Harassment, Sexual: General](https://www.lanecc.edu/copps/documents/harassment-sexual-general)

# [Nondiscrimination Statement](https://www.lanecc.edu/copps/documents/nondiscrimination-statement) [Harassment and Discrimination Complaint Process](https://www.lanecc.edu/copps/documents/harassment-and-discrimination-complaint-process)

# [Notice to Victims of Sexual Assault](https://www.lanecc.edu/copps/documents/notice-victims-sexual-assault) [Sexual Respect – Sexual Misconduct](https://www.lanecc.edu/copps/documents/sexual-respect-sexual-misconduct)

# [Disabilities: ADA Complaint Procedure](https://www.lanecc.edu/copps/documents/disabilities-americans-disabilities-act-complaint-procedure) [Disabilities: Accommodating Employees](https://www.lanecc.edu/copps/documents/disabilities-accommodating-employees)

# [Bias Incident Policy](https://www.lanecc.edu/copps/documents/bias-incident) [Bias Incident Response Procedure](https://www.lanecc.edu/copps/documents/bias-incident-response)

# [Mandatory Child Abuse Reporting Procedure](https://www.lanecc.edu/copps/documents/mandatory-child-abuse-reporting) [Release of Student Records and FERPA](https://www.lanecc.edu/copps/documents/release-student-records)

# [Information Technology: Appropriate Use of Technology](https://www.lanecc.edu/copps/documents/information-technology-appropriate-use-technology) [Information Technology: Use Rights & Responsibilities](https://www.lanecc.edu/copps/documents/information-technology-technology-use-rights-and-responsibilities)

# [Smoking Policy – Tobacco Free Campus](https://www.lanecc.edu/copps/documents/smoking-policy-tobacco-free-campus) [Vehicle Regulations](https://www.lanecc.edu/copps/documents/vehicle-regulations)

# [Substance Abuse Prevention Statements](https://www.lanecc.edu/copps/documents/substance-abuse-prevention-statements)

# [Harassment Based on Sexual Orientation, Gender Identity/Expression, Religion or Disability](https://www.lanecc.edu/copps/documents/harassment-based-race-or-ethnicity-or-national-origin-general)

# Section II – Health and Safety

# Employee Emergency Manual (in packet) [Clery Act Compliance Information](https://www.lanecc.edu/psd/clery-compliance-information)

# [Bloodborne Pathogen Exposure Procedure](https://www.lanecc.edu/copps/documents/bloodborne-pathogens-exposure) [Indoor Environmental Procedure](https://www.lanecc.edu/copps/documents/environmental-quality-indoor)

# [Occupational Injuries and Illnesses Procedure](https://www.lanecc.edu/copps/documents/occupational-injuries-and-illnesses) [Safety Hazard Correction Procedure](https://www.lanecc.edu/copps/documents/environmental-quality-indoor)

**Section III – Required Trainings via** [**SafeColleges (VectorSolutions)**](https://lanecc-or.safecolleges.com/login)

|  |  |
| --- | --- |
| Child Abuse: Mandatory Reporting | Clery Act Overview |
| Diversity Awareness: Staff to Staff | Implicit Bias & Microagression Awareness |
| Sexual Harassment: Staff to Staff | Title IX: Roles of Employees |
| Title IX and Sexual Harassment | Title IX and Sexual Harassment Prevention for Employees |
| Workplace Bullying: Awareness and Prevention | Safety Data Sheets |

**Section IV – Required Trainings via** [**KnowB4**](https://training.knowbe4.com/ui/users/login)

|  |  |
| --- | --- |
| KnowB4 Cyber Security #1 – Security Access Training | KnowB4 Cyber Security #2 – Social Engineering Red Flags |
| KnowB4 Cyber Security #3 – Your Role: Internet Security and You | KnowB4 Cyber Security #4 – Social Media: Staying Secure in a Connected World |

|  |  |
| --- | --- |
| 2022 Common Threats | 2022 KnowB4 Security Awareness |
| 2022 – Your Role: Internet Security and You | 2022 Kevin Mitnick Security Awareness Training |

I, the undersigned, have received copies of and/or been informed of the items listed above.

Employee Signature Date