**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)

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| --- | --- |
| [ ]  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