Name _____   L# _____

Section I – Policies and Procedures

☐ College Online Policy & Procedure System (COPPS)   ☐ Board of Education: Institutional Integrity Policy

☐ Affirmative Action & Equal Employment Policy   ☐ Affirmative Action Guidelines and Complaint Procedure

☐ Harassment Based on Race/Ethnicity/National Origin   ☐ Harassment, Sexual: General

☐ Nondiscrimination Statement   ☐ Harassment and Discrimination Complaint Process

☐ Notice to Victims of Sexual Assault   ☐ Sexual Respect – Sexual Misconduct

☐ Disabilities: ADA Complaint Procedure   ☐ Disabilities: Accommodating Employees

☐ Bias Incident Policy   ☐ Bias Incident Response Procedure

☐ Mandatory Child Abuse Reporting Procedure   ☐ Release of Student Records and FERPA

☐ Information Technology: Appropriate Use of Technology   ☐ Information Technology: Use Rights & Responsibilities

☐ Smoking Policy – Tobacco Free Campus   ☐ Vehicle Regulations

☐ Substance Abuse Prevention Statements

☐ Harassment Based on Sexual Orientation, Gender Identity/Expression, Religion or Disability

Section II – Health and Safety

☐ Employee Emergency Manual (in packet)   ☐ Clery Act Compliance Information

☐ Bloodborne Pathogen Exposure Procedure   ☐ Indoor Environmental Procedure

☐ Occupational Injuries and Illnesses Procedure   ☐ Safety Hazard Correction Procedure

Section III – Required Trainings via SafeColleges (VectorSolutions)

☐ 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

☐ 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.

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Employee Signature   Date