

To: New Employee

From: Human Resources, Newberry Hall, Rm 103

Telephone: 541-383-7216

By accepting employment at Central Oregon Community College, it is your responsibility to read, and adhere to, the documents and policies identified below that are appropriate to your College position. **In addition to reviewing these documents, all employees are required to complete the online sexual harassment/discrimination training course indicated below.** These new hire requirements must be completed within two weeks of hire.

If you have any questions regarding these documents or have trouble accessing them, please contact Human Resources. **After reviewing the documents, please read the statement below, sign this form and return it to the Human Resources Office.**

You may access the electronic documents below on the COCC web site (www.cocc.edu) on the [Employee Handbooks](#) page (*Home>Employment>Contracts and Manuals*).

REQUIRED FOR ALL EMPLOYEES

- Read [Computer Literacy](#) Criteria
- Read [Drug Free Campus](#) Procedures (General Procedures Manual G-7-0)
- Read General Procedures Manual
- Read Oregon Government Standards and Practices Commission Guide for Public Employees
- Complete [online Sexual Harassment & Discrimination Training](#) (*Home> Employment> Sexual Harassment & Discrimination Training*)**
- [Information Confidentiality Statement](#)

ADULT BASIC EDUCATION (ABE)

- Read ABE Bargaining Agreement

ADMINISTRATORS and CONFIDENTIAL SUPERVISORY

- Read Exempt and Confidential Supervisory Handbook

CLASSIFIED

- Read Classified Bargaining Agreement AND Addendum to Classified Bargaining Agreement

FACULTY, PART-TIME AND ADJUNCT

- Read Faculty Bargaining Agreement
- Read Faculty Evaluation: Official Practices
- Read Guidelines for Faculty Professional Improvement
- Read Helpful Information for Part-Time and Adjunct Faculty
- Read Peer Evaluation Guidelines

By my signature, I acknowledge that I have read the required documents for my employment group and have completed the harassment/discrimination training program.

Employee Name: _____

Employee Signature: _____ Date: _____