

## Policies/Forms Agreement

## OFFICE OF HUMAN RESOURCES AND COMPLIANCE

For each of the items below, please review the respective document. The documents listed below can be found on the Office of Human Resources & Compliance website (<a href="http://www.messiah.edu/hrc">http://www.messiah.edu/hrc</a>) or can be requested in hard copy from the Office of Human Resources & Compliance. Employees who need ADA-accessible documents should also contact the Office of Human Resources & Compliance. Questions related to one or more of the individual documents/policies should be directed to the Office of Human Resources & Compliance at <a href="https://www.messiah.edu">https://www.messiah.edu</a>/ or at ext. 5300.

□ Employee Policy & Procedure Manual Resources & Compliance. Responsible to know how to access, be familiar with, and abide by these policies.  □ Commitment to Confidentiality Contains information regarding accessing and maintenance of confidential information pertaining to Messiah College and its constituents.  □ Family Education Rights and Privacy (FERPA) Statement Covers requirements for maintaining confidentiality of student record information Worker's Compensation Employee Acknowledgement Communications required by government agencies and reminders for employees of their responsibilities  Drug-Free Acknowledgement and Agreement Drug and Alcohol Policy and Treatment Provides information on an employee's responsibility for maintaining a drug-free workplace  Hazard Communication General Awareness Lock Out / Tag Out General Awareness Access to Exposure and Medical Records  Contents are not to be interpreted as a contract. Policies are available by contacting the Office of Human Resources & Compliance. Responsible to know how to access, be familiar with, and abide by these policies.  Contains information regarding constitutions information on an employee and information on an employee is responsibility for maintaining a drug-free workplace Provides information on an employee's responsibility and treatment options related to drugs and alcohol Provides information on an employee's responsibility for maintaining a weapons-free workplace  Bloodborne Pathogens General Awareness Access to Exposure and Medical Records		
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By checking each box above, I understand and agree with each document listed above and will follow the policies and procedures established by Messiah College. I also understand that if I disagree or do not understand one or more of the items listed below, I may contact the Office of Human Resources & Compliance for more information. The College has the right to suspend or terminate employment if I feel that I cannot agree with the policies and procedures established in these documents.

Name:	ID#:
Signature:	Date:

MESSIAH COLLEGE OFFICE OF HUMAN RESOURCES AND COMPLIANCE