

**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 (<http://www.messiah.edu/hrc>) 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 humanres@messiah.edu or at ext. 5300.

<input type="checkbox"/>	Employee Policy & Procedure Manual	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.
<input type="checkbox"/>	Commitment to Confidentiality	Contains information regarding accessing and maintenance of confidential information pertaining to Messiah College and its constituents.
<input type="checkbox"/>	Family Education Rights and Privacy (FERPA) Statement	Covers requirements for maintaining confidentiality of student record information
<input type="checkbox"/>	Worker's Compensation Employee Acknowledgement	Provides employees with the requirements for worker's compensation during time of employment
<input type="checkbox"/>	Environmental Health & Safety Information for a New School Year	Communications required by government agencies and reminders for employees of their responsibilities
	<i>Drug-Free Acknowledgement and Agreement</i>	<i>Provides information on an employee's responsibility for maintaining a drug-free workplace</i>
	<i>Drug and Alcohol Policy and Treatment</i>	<i>Provides information on an employee's responsibility and treatment options related to drugs and alcohol</i>
	<i>Weapon-Free Workplace Policy</i>	<i>Provides information on an employee's responsibility for maintaining a weapons-free workplace</i>
	<i>Hazard Communication General Awareness</i>	<i>Discloses OSHA right-to-know information regarding occupational hazard policies</i>
	<i>Lock Out / Tag Out General Awareness</i>	<i>Provides information to protect employees from the accidental release of energy</i>
	<i>Bloodborne Pathogens General Awareness</i>	<i>Provides information concerning working safety in areas where blood or potentially infectious materials may exist</i>
	<i>Access to Exposure and Medical Records</i>	<i>Provides information on your rights to your workplace medical and exposure records</i>

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: _____