

# Policy Receipt and Acknowledgement

(For Student Workers)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Please Print Name), Employee. ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby certify by signing and returning this form that I have received and read the below listed Salisbury University policies:

* [**https://www.salisbury.edu/administration/institutional-equity/document-library.aspx**](https://www.salisbury.edu/administration/institutional-equity/document-library.aspx)
	+ **VI1.60 – USM Policy on Sexual Misconduct**

[**http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf**](http://www.usmd.edu/regents/bylaws/SectionVI/VI160.pdf)

* + **Salisbury University Policy Prohibiting Sexual Misconduct and Other Gender-Based Discrimination**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/SUProhibitedSexDiscriminationPolicy.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/SUProhibitedSexDiscriminationPolicy.pdf)

* + **Salisbury University Procedures for Investigating and Adjudicating Complaints of Sexual Misconduct and Other Sex and Gender-Based Discrimination Against Non-Students**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/DiscriminationProceduresForNonStudents.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/DiscriminationProceduresForNonStudents.pdf)

* + **Salisbury University Procedures for Investigating and Adjudicating Complaints of Sexual Misconduct and Other Sex and Gender-Based Discrimination Against a Student**

**[http://www.salisbury.edu/equity/library/docs/DiscriminationProceduresForStudents.pdf](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/DiscriminationProceduresForStudents.pdf)**

* + **Salisbury University Policy Prohibiting Non-Sex Based Discrimination**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/SUNonSexBasedProhibitedDiscriminationPolicy.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/SUNonSexBasedProhibitedDiscriminationPolicy.pdf)

* + - **Salisbury University Procedures for Investigating and Adjudicating Complaints of Non-Sex Based Discrimination Against Non-Students**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/NonSexBasedDiscriminationProceduresForNonStudents.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/NonSexBasedDiscriminationProceduresForNonStudents.pdf)

* + - **Salisbury University Procedures for Investigating and Adjudicating Complaints of Non-Sex Based Discrimination Against a Student**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/NonSexBasedDiscriminationProceduresForStudents.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/NonSexBasedDiscriminationProceduresForStudents.pdf)

* **A copy of Executive Order 01.01.1991.16 State of Maryland Drug Abuse Policy**

[**https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/\_files/docs/StateofMDExecutiveOrder01.01.1991.16.doc**](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/_files/docs/StateofMDExecutiveOrder01.01.1991.16.doc)

* **Employee Rights & Responsibilities under the Family and Medical Leave Act**

[**https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/\_files/docs/FMLA\_Rights\_Respon\_1.16.09\_EE\_Handout.docx**](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/_files/docs/FMLA_Rights_Respon_1.16.09_EE_Handout.docx)

* **Policy on Reporting of Suspected Child Abuse & Neglect**

[**https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/\_files/pdfs/VI-1-50-Policy-on-the-Reporting-of-Suspected-Child-Abuse-and-Neglect-12-9-11.pdf**](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/_files/pdfs/VI-1-50-Policy-on-the-Reporting-of-Suspected-Child-Abuse-and-Neglect-12-9-11.pdf)

* **Campus Crime and Personal Safety: The Jeanne Clery Act**

**SU Annual Security Report**

[**https://www.salisbury.edu/police/clery-compliance/index.aspx**](https://www.salisbury.edu/police/clery-compliance/index.aspx)

**SU Annual Fire Safety Report**

[**https://www.salisbury.edu/police/fire-safety/index.aspx**](https://www.salisbury.edu/police/fire-safety/index.aspx)

* **Salisbury University Drug and Alcohol Abuse Prevention Program**

[**https://www.salisbury.edu/administration/student-affairs/drug\_alcohol\_prevention/index.aspx**](https://www.salisbury.edu/administration/student-affairs/drug_alcohol_prevention/index.aspx)

* **Salisbury University Student Employment Policy**

**[http://www.salisbury.edu/hr/Forms/Policy\_Student\_Employment\_Jul\_2015-FINAL.docx](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/current-employees/_files/Student-Worker-Policy.docx)**

* **Health Care Coverage Notice**

[**https://dbm.maryland.gov/benefits/Documents/Healthcare%20Exchange%20Notice.pdf**](https://dbm.maryland.gov/benefits/Documents/Healthcare%20Exchange%20Notice.pdf)

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Name (Please Print) Signature

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Department Date

Please return this form to the Human Resources Office with the other contract documents.