



POLICIES & PROCEDURES MANUAL
ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING
for Part-time Employees

The statements contained in the *Policies & Procedures Manual* are intended to provide general information about the current policies and procedures of employment. As a Mitchell Community College employee, I have the responsibility to read, understand, and comply with each of the below-mentioned policies, as well as all other policies published by the Board of Trustees. I acknowledge that I have been provided access to the policies and have read them with understanding. I also certify that I have been advised that a digital copy of the *Policies & Procedures Manual* is available to me for reference, at any time, by accessing the College's website at www.mitchellcc.edu/newhire.

AD 02.01: Alcohol & Drug Free Workplace
AD 02.15: Professional Responsibilities/Ethics
AD 02.16: Title IX
AD 02.20: Intellectual Property
CU 03.08: Instructor Absences
HR 05.01: EEO and Non-Discrimination
HR 05.17: Confidential Employee Records
HR 05.19: Anti-Harassment

HR 05.21: Employee Separation, Discipline, Dismissal
HR 05.36: Affordable Care Act
IT 08.02: Social Media
SHS 09.01: Inclement Weather
SHS 09.02: Worker's Compensation
SHS 09.06: Fire/Emergency Plan
SS 07.04: College Sponsored Student Travel

The College retains the right at any time, in its own discretion, to delete, add to, alter and amend all information, statements, employee benefits, or terms and conditions of employment contained herein.

Nothing contained in the *Policies & Procedures Manual* is intended to create, or will be construed as creating, an express or implied contract or guarantee of employment for a definite or indefinite term.

I additionally understand that I have the responsibility to complete the Skillport training on Harassment Prevention, Title IX, and FERPA within 60 days of being hired.

X

Employee Name & Date