



To: New Employees
From: Human Resources office

Columbia State Community College is committed to maintaining a work and learning environment free of all discrimination or harassment, including sexual harassment, as well as a drug-free workplace and campus. This commitment is in recognition of maintaining full compliance with Title VI and Title VII of the Civil Rights Act, Title IV of the Higher Education Act of 1965, Title IX of the Education Amendments of 1972 and the Family Educational Rights and Privacy Act of 1974 (FERPA).

Training and educational programs regarding compliance with federal laws are accessible via the employee tab of the College's **ChargerNet** portal by selecting **Online Campus** in the right-area of the page. Your required training for *Non-Discrimination/Harassment* and *FERPA* should be visible in the **My Courses** area under the heading **Non-Credit Courses**. All new employees are required during the first 30 days of employment to complete training in *Non-Discrimination/Harassment*, which serves as training compliance for Title VI, a FERPA tutorial, and Title IX training. The required Title IX training is not delivered through **Online Campus** and should be accessed at <http://www.everfi.com/login> by using the registration code f815890d. Additionally, you are directed to read and understand Columbia State's Alcohol and Drug Abuse Prevention Program, Columbia State Policy 05:27:00 – *Drug-Free Workplace and Campus* and TBR Guideline P-080 – *Discrimination and Harassment – Complaint and Investigation Procedure*. New employees are also required to access and read IT policies regarding access and use of the College's information technology (IT) equipment and systems, including but not limited to internet access and email usage including TBR Policy 1:08:00:00. The Policies and Procedures of the College and the Tennessee Board of Regents (TBR) are accessible via the home page of the Columbia State website at www.columbiastate.edu and www.tbr.edu.

With my signature, I acknowledge and affirm the following:

- I have been provided guidance on how to access the College's website and the ChargerNet portal;
- I fully recognize the significance of the policies and procedures of the College and TBR Policies and Guidelines, and that it is my responsibility to familiarize myself with them;
- I am responsible for following and adhering to the rules, policies and guidelines of the College and TBR as they apply to me throughout my employment with the College;
- Within 30 days of employment I will return this form to Human Resources with my dates of completion of the mandatory training, as well as, acknowledgement of my review of specific policies and procedures.
- Employment with the College is at the will of the College and within the terms of the contract between the College and me.

Employee
Name: _____ Signature: _____ Date: _____
(Print)

Write-in dates of completion, sign and return to the Human Resources office:

- Completion of *Non-Discrimination/Harassment* Training (*ChargerNet*-Online Campus) Date: _____
- Completion of FERPA Tutorial (*ChargerNet*-Online Campus) Date: _____
- Completion of *Title IX* Training (<http://www.everfi.com/login>) Date: _____

I have accessed and have specifically reviewed the following:

- Columbia State Policy 05:27:00 – Drug-free Workplace and Campus Date: _____
- TBR Guideline P-080 – Discrimination and Harassment – Complaint & Investigation Date: _____
- TBR Policy 1:08:00:00 – Information Technology Resources Date: _____
- Columbia State Drug & Alcohol Abuse Prevention Program (Consumer Info/Health & Well-Being) on College website Date: _____
- Columbia State Emergency Plan (Safety & Security page on College website) Date: _____

Employee
Name: _____ Signature: _____ Date: _____
(Print)