VCU
VIRGINIA COMMONWEALTH UNIVERSITY

Required Policies & Training for Employees: Checklist & Verification of Review

Employee Name: _____ **Start Date:** _____

Department: _____

This checklist provides a list of important policies, procedures and other information that help you understand the university and your role and responsibilities as an employee. We ask that you review the listed policies, procedures, guidelines and training, then sign at the bottom of the form when you have done so. Return the form to your Personnel Administrator, the Human Resource professional facilitating New Employee Orientation or your immediate supervisor. Thank you!

VCU Policies www.policy.vcu.edu **Additional Guidance** www.hr.vcu.edu/about/policies.html		Commonwealth of Virginia Policies www.dhrm.virginia.gov/hrpolicy/policy.html	Required training for new hires – must be completed within 90 days of hire or annually, as indicated, for all employees	
VCU Human Resource Policies and Procedures • Criminal Conviction Investigation • Educational and Training Opportunities • Family and Medical Leave • Office Closings • Returning to Work After Illness or Injury • Solicitation • Telecommuting • Threat Assessment and Prevention of Violence	**Select Policies and Procedures** • Americans with Disabilities Act (ADA) Self-Identification & Request for Accommodation Process - www.equity.vcu.edu/compliance/accommodations • Americans with Disabilities Act (ADA) and Rehabilitation Act Fact Sheet - www.equity.vcu.edu/docs/adafacts.pdf • Reaffirmation of VCU's Equal Employment Opportunity Policy • University Guidelines on Prohibition of Sexual Harassment • VCU Code of Conduct - www.codeofconduct.vcu.edu • VCU Computer and Network Resources Use Policy • VCU Conflict of Interest Policy • VCU Conflict of Interest and Annual Statement of Economic Interests Disclosure • VCU Intellectual Properties Policy • VCU Rules and Procedures of the Virginia Commonwealth University • VCU Alcohol and Drug Policy • Worker's Right-To-Know Statement and Safety Brochure - www.vcu.edu/oehs/oehsforms.html	**Select State Human Resource Policies** • Policy 1.45, Probationary Period • Policy 1.60, Standards of Conduct • Policy 1.75, Use of Electronic Communications and Social Media • Policy 2.30, Workplace Harassment • Grievance Procedure Manual - www.dhrm.virginia.gov/EDR/grievance/GPMJuly2012.pdf	**Commonwealth of Virginia** Virginia Terrorism and Security Awareness Orientation • Enroll on Blackboard at https://blackboard.vcu.edu Questions? Contact Adam Crowe, Director of VCU Emergency Preparedness, at (804) 827-2238 or ascrowe@vcu.edu	**VCU** VCU Information Security Annual Awareness Training • Enroll on Blackboard at https://blackboard.vcu.edu For more information, visit go.vcu.edu/_0vu Questions? Contact the VCU helpIT Center at (804) 828-2227 or helpit@vcu.edu Federal Emergency Management Institute (FEMA) - "IS-907-Active Shooter: What You Can Do" • Enroll online at training.fema.gov/EMIWeb/IS/IS907.asp

By signing below, I acknowledge that I am aware of the policies above in accordance with state Agency Risk Management Internal Control Standards (ARMICS).

Signature: _____ Date: _____

Note to Personnel Administrators for decentralized hires: Once this form is signed, keep a signed copy with the new hire paperwork and in the department's personnel file.