

Acknowledgment of Anoka Technical College Policies



As part of the New Employee Orientation process, all new employees are expected to review certain Anoka Tech, MnSCU and State of Minnesota policies, procedures, and documents within their first ten days of employment.

During your orientation you will be given this Acknowledgment form to sign. By signing this form, you have agreed to review the listed policies and information and the Anoka Tech Employee Handbook within ten days of your hire. This Acknowledgment form will be kept permanently in your personnel file.

The following policies of Anoka Technical College, Minnesota State Colleges and Universities, and the State of Minnesota have been provided to me:

1. Welcome to the *We Educate Minnesota* Video
2. Affirmative Action, Equal Opportunity & Harassment Policies
3. Workplace Violence Policy and Prevention Plan
4. Public and Private Data
5. Americans with Disabilities Act
6. Family Medical Leave Act
7. Workers Compensation
8. Code of Ethics
9. Electronic Technology Policies
10. Weather and Emergency Closings
11. Nepotism Policy
12. Department of Employee Relations Information:
 - a. Alcohol and other Drug Use by State Employees
 - b. Aids and State Employment
 - c. Employee Assistance Program
 - d. Statewide Policy on Sick Leave
 - e. Health Promotion Program
 - f. Orientation Handbook for State Employees
13. Employee Benefits
14. Anoka Technical College Information:
 - a. Strategic Plan
 - b. Smoking Policy
 - c. Union Information
 - d. Current Academic Calendar
 - e. Campus Maps and Direction

Employee Name (Print)

Employee Signature

Date