



# 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!

<b>VCU Policies</b> <a href="http://www.policy.vcu.edu">www.policy.vcu.edu</a> <b>Additional Guidance</b> <a href="http://www.hr.vcu.edu/policies/">www.hr.vcu.edu/policies/</a>		<b>Commonwealth of Virginia Policies</b> <a href="http://www.dhrm.virginia.gov/hrpolicies">www.dhrm.virginia.gov/hrpolicies</a>	<b>Required training for new hires</b> <b>Must be completed within 90 days of hire date unless otherwise noted. Some training must also be completed annually.</b>	
<b>VCU Human Resource Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Criminal Conviction Investigation</li> <li>• Educational and Training Opportunities</li> <li>• Family and Medical Leave</li> <li>• Office Closings</li> <li>• Returning to Work After Illness or Injury</li> <li>• Solicitation</li> <li>• Telecommuting</li> <li>• Threat Assessment and Prevention of Violence</li> </ul>	<b>Select Policies and Procedures</b> <ul style="list-style-type: none"> <li>• Americans with Disabilities Act (ADA) Self-Identification &amp; Request for Accommodation Process</li> <li>• Americans with Disabilities Act (ADA) and Rehabilitation Act Fact Sheet</li> <li>• Reaffirmation of VCU's Equal Employment Opportunity Policy</li> <li>• University Guidelines on Prohibition of Sexual Harassment</li> <li>• VCU Code of Conduct <a href="http://www.codeofconduct.vcu.edu">www.codeofconduct.vcu.edu</a></li> <li>• VCU Computer and Network Resources Use Policy</li> <li>• VCU Conflict of Interest Policy</li> <li>• VCU Conflict of Interest and Annual Statement of Economic Interests Disclosure</li> <li>• VCU Intellectual Properties Policy</li> <li>• VCU Rules and Procedures of the Virginia Commonwealth University</li> <li>• VCU Alcohol and Drug Policy</li> <li>• Worker's Right-To-Know –               <ul style="list-style-type: none"> <li>○ Statement: <a href="http://oehs.vcu.edu/WRTK-VCU07.pdf">http://oehs.vcu.edu/WRTK-VCU07.pdf</a></li> <li>○ Brochure: <a href="http://oehs.vcu.edu/WRTK-VCU.pdf">http://oehs.vcu.edu/WRTK-VCU.pdf</a></li> </ul> </li> </ul>	<b>Select State Human Resource Policies</b> <ul style="list-style-type: none"> <li>• Policy 1.45, Probationary Period</li> <li>• Policy 1.60, Standards of Conduct</li> <li>• Policy 1.75, Use of Electronic Communications and Social Media</li> <li>• Policy 2.30, Workplace Harassment</li> <li>• Grievance Procedure Manual: <a href="http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/grievanceproceduremanual.pdf?sfvrsn=2">http://www.dhrm.virginia.gov/docs/default-source/edrdocuments/grievanceproceduremanual.pdf?sfvrsn=2</a></li> </ul>	<b>Commonwealth of Virginia</b>  <u><a href="#">Virginia Terrorism and Security Awareness Orientation</a></u> <ul style="list-style-type: none"> <li>• Enroll on Blackboard at <a href="https://blackboard.vcu.edu">https://blackboard.vcu.edu</a></li> </ul> Questions? Contact Adam Crowe, Director of VCU Emergency Preparedness, at (804) 827-2238 or <a href="mailto:ascrowe@vcu.edu">ascrowe@vcu.edu</a>	<b>VCU ONE TIME, WITHIN 30 DAYS</b> <u><a href="#">Title IX Training</a></u> <ul style="list-style-type: none"> <li>• Enroll at <a href="https://studentsuccess.org/SSO/vcuemp">https://studentsuccess.org/SSO/vcuemp</a></li> </ul> <b>ONE TIME, WITHIN 60 DAYS</b> <u><a href="#">Online Safety Awareness Orientation</a></u> <ul style="list-style-type: none"> <li>• Enroll on Blackboard at <a href="https://blackboard.vcu.edu">https://blackboard.vcu.edu</a></li> </ul> <b>WITHIN 90 DAYS, ANNUALLY</b> <u><a href="#">VCU Information Security Annual Awareness Training</a></u> <ul style="list-style-type: none"> <li>• Enroll on Blackboard at <a href="https://blackboard.vcu.edu">https://blackboard.vcu.edu</a></li> </ul> Questions? Contact the VCU helpIT Center at (804) 828-2227 or <a href="mailto:helpIT@vcu.edu">helpIT@vcu.edu</a>  <b>ONE TIME, WITHIN 90 DAYS</b> <u><a href="#">Federal Emergency Management Institute (FEMA) - "IS-907-Active Shooter: What You Can Do"</a></u> <ul style="list-style-type: none"> <li>• Enroll online at <a href="http://training.fema.gov/EMIWeb/IS/IS907.asp">training.fema.gov/EMIWeb/IS/IS907.asp</a></li> </ul>

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.