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Human Resources Office

Holloway Hall 153

Salisbury, MD 21801-6860

PH: 410-543-6035

TTY: 410-543-6083

FAX: 410-677-5026Salisbury, MD 21801-6860

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# Policy Receipt and Acknowledgement

(For all SU Faculty and Staff Employees)

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Please Print Name), hereby certify by signing and returning this form that I have received and read the below listed Salisbury University policies:

* [**http://www.salisbury.edu/equity/library/**](http://www.salisbury.edu/equity/library/)
  + **VI1.60 – USM Policy on Sexual Misconduct**

[**http://www.salisbury.edu/equity/library/docs/USM%20Policy%20on%20Sexual%20Misconduct.pdf**](http://www.salisbury.edu/equity/library/docs/USM%20Policy%20on%20Sexual%20Misconduct.pdf)

* + **Salisbury University Policy and Procedures Prohibiting Sexual Misconduct and Other Sex and Gender-Based Discrimination** [**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/Salisbury-University-Policy-and-Procedures-Prohibiting-Sexual-Misconduct-and-Other-Sex-and-Gender-Based-Discrimination.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/Salisbury-University-Policy-and-Procedures-Prohibiting-Sexual-Misconduct-and-Other-Sex-and-Gender-Based-Discrimination.pdf)
  + **Salisbury University Policy Prohibiting Non-Sex Based Discrimination**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/SUNonSexBasedProhibitedDiscriminationPolicy.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/SUNonSexBasedProhibitedDiscriminationPolicy.pdf)

* + - **Salisbury University Procedures for Investigating and Adjudicating Complaints of Non-Sex Based Discrimination Against Non-Students**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/NonSexBasedDiscriminationProceduresForNonStudents.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/NonSexBasedDiscriminationProceduresForNonStudents.pdf)

* + - **Salisbury University Procedures for Investigating and Adjudicating Complaints of Non-Sex Based Discrimination Against a Student**

[**https://www.salisbury.edu/administration/institutional-equity/\_files/document-library/NonSexBasedDiscriminationProceduresForStudents.pdf**](https://www.salisbury.edu/administration/institutional-equity/_files/document-library/NonSexBasedDiscriminationProceduresForStudents.pdf)

* **A copy of Executive Order 01.01.1991.16 State of Maryland Drug Abuse Policy**

[**https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/\_files/docs/StateofMDExecutiveOrder01.01.1991.16.doc**](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/_files/docs/StateofMDExecutiveOrder01.01.1991.16.doc)

* **Employee Rights & Responsibilities under the Family and Medical Leave Act**

[**https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/\_files/docs/FMLA\_Rights\_Respon\_1.16.09\_EE\_Handout.docx**](https://www.salisbury.edu/administration/administration-and-finance-offices/human-resources/_files/docs/FMLA_Rights_Respon_1.16.09_EE_Handout.docx)

* **Policy on Reporting of Suspected Child Abuse & Neglect**

[**https://www.salisbury.edu/administration/general-counsel/policies/section\_VI/Child\_Abuse\_and\_Neglect\_Policy\_SU\_FINAL.pdf**](https://www.salisbury.edu/administration/general-counsel/policies/section_VI/Child_Abuse_and_Neglect_Policy_SU_FINAL.pdf)

* **Campus Crime and Personal Safety: The Jeanne Clery Act**
* **SU Annual Security Report**

[**https://www.salisbury.edu/police/clery-compliance/index.aspx**](https://www.salisbury.edu/police/clery-compliance/index.aspx)

* **SU Annual Fire Safety Report**

[**https://www.salisbury.edu/police/fire-safety/index.aspx**](https://www.salisbury.edu/police/fire-safety/index.aspx)

* **Salisbury University Drug and Alcohol Abuse Prevention Program**

[**https://www.salisbury.edu/administration/student-affairs/drug\_alcohol\_prevention/index.aspx**](https://www.salisbury.edu/administration/student-affairs/drug_alcohol_prevention/index.aspx)

* **Health Care Coverage Notice**

[**http://dbm.maryland.gov/benefits/Documents/Healthcare%20Exchange%20Notice.pdf**](http://dbm.maryland.gov/benefits/Documents/Healthcare%20Exchange%20Notice.pdf)

I also certify that I have been informed the **Faculty Handbook** is available to me at on the Salisbury University website at <https://www.salisbury.edu/administration/academic-affairs/faculty-handbook/>.

The **Staff Employee Handbook** is available to me on the Salisbury University web site at <http://www.salisbury.edu/hr/Forms/Staff%20Employee%20Handbook%20Updated%20January%202011.pdf>

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NAME (Please Print) SIGNATURE

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DEPARTMENT DATE