

**NORTHERN ESSEX COMMUNITY COLLEGE  
ACKNOWLEDGMENT OF POLICY RECEIPT**

Employee Name:

I hereby acknowledge that I have received copies and/or have been given guidance on where I can find the following policies and reports online:

- **Affirmative Action**
- **Annual Security Report (Clery)**
- **Computer & Network Usage**
- **Conflict of Interest Law**
- **Domestic Violence Law (MA Chapter 260)**
- **Drug-Free Workplace Policy**
- **E-Mail Policy**
- **Emergency Procedures**
- **Employee Handbook**
- **Employee Rights & Responsibilities**
- **Family Medical Leave Act (FMLA) WH-1420**
- **Financial Disclosure Law for Public Employee**
- **Fraud Prevention Policy**
- **Gender Identity Law**
- **Mandatory Reporting Policy**
- **Parking Policy**
- **Payroll Public Records Exemption**
- **Public Employees and Political Activities Campaign Finance Guide**
- **Restrictions on Political Activities by Compensated State Employees**
- **Service Animal Policy**
- **Sexual Harassment and Consensual Relationship Policies**
- **Snow Storm Policy**
- **Smoking Policy**

I understand that it is my obligation to familiarize myself with these policies. I understand that I must abide by these laws and NECC personnel policies.

**Signatures:**

Date:

Employee:

Date:

Human Resources Representative:

*Duplicate signed copy to be given to employee. Original copy kept in Personnel file.*