

**ALVIN COMMUNITY COLLEGE**

---

**ACKNOWLEDGEMENTS**

**DATE:** \_\_\_\_\_

*(Print or Type)*

**EMPLOYEE NAME:** \_\_\_\_\_ **EMPLOYEE ID / SSN:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**POSITION TITLE:** \_\_\_\_\_ **DEPARTMENT:** \_\_\_\_\_

**COLLEGE POLICY AND PROCEDURES MANUALS**

- I hereby acknowledge that I have received information regarding the on-line copy of the Board of Regents Policy manual. I understand that this publication provides guidelines on the policies, procedures, and programs affecting my employment with Alvin Community College.
- I acknowledge that any changes made by Alvin Community College with respect to College policies, procedures, or programs can supersede, modify, or eliminate any of the policies, procedures, or programs outlined in the manual.
- I accept responsibility for familiarizing myself with the information in the manual, and will seek clarification and/or guidance if questions arise concerning the information presented.

**DRUG-FREE WORKPLACE**

In accordance with Title V, Subtitle D, Drug-Free Workplace Act of 1988, of the federal omnibus drug legislation, the following statement is issued to all Personnel:

Employees involved in the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in the workplace will be subject to prompt disciplinary action including suspension and discharge from employment. Such disciplinary action will be taken pursuant to Board of Regents Policy and Administrative Procedures.

In accordance with the Drug-Free Workplace Act of 1988 cited above, the following certification statement must be completed by all employees engaged in the performance of a federal contract and/or federal grant.

I have reviewed Alvin Community College's Drug-Free Workplace statement and understand its provisions. I also understand and accept the fact that as a condition of employment on the federal contract and/or federal grant I will:

- abide by the terms of the statement; and
- notify the College of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after such conviction.

**HB-638 COMPLIANCE**

State law requires compliance with House Bill 638 [Section 51.917(a)(2)]. It is not, nor will it be, applied in ways that might affect hiring decisions or impinge upon equal opportunity legislation. All Alvin Community College faculty members, full and part time, who teach courses offered for academic credit must complete this section.

**PLEASE CHECK ONE OF THE FOLLOWING:**

- I certify that my primary language is English.
- My primary language is not English; specify primary language: \_\_\_\_\_

**FERPA (Family Educational Rights and Privacy Act)**

Under the FERPA Law, all employees are bound by the strictest confidence concerning student records. Faculty and Staff may not disclose certain information without written permission for disclosure from the student.

The Registrar's office has provided a training presentation on the responsibilities related to FERPA. The training document, addressing FERPA guidelines is available on the local network drive, as well as on the HR website under Orientations & Training. Additional voluntary training is also available in the Employee Training module on the HR website.

- I certify that I have reviewed the policies / procedures discussed above; completion / submission of this form will serve as certification / acknowledgement. (Signature is not required.)