 St. Cloud State University

**Agreement to Review and Comply with**

**SCSU Policies, Procedures, Statutes and Regulations**

I acknowledge that I will review and comply with St. Cloud State University’s Administrative Policies, MnSCU Board Policies, Minnesota Statutes and Policies, and Federal Regulations, which can be found at [www.stcloudstate.edu/humanresources](http://www.stcloudstate.edu/humanresources) (click on “New Employees” and “New Employee Orientation” to view “Policies, Procedures, Statutes & Regulations”.)

|  |  |
| --- | --- |
| SCSU Administrative Policies | * Office Coverage
* HIV/AIDS Policy
* Use of Drugs & Alcohol
* Tobacco Policy
 |
| MnSCU Board Policies | * 1B.1 Equal Opportunity and Nondiscrimination in

 Employment and Education* 1B.3 Sexual Violence
* 1C.0.1 Employee Code of Conduct
* 1C.2 Fraudulent or other Dishonest Acts
* 5.22 Acceptable Use of Computers &

Information Technology Resources |
| Minnesota Statutes, Policies and Notices | * Code of Ethics Outside Employment, MN Statute 43A.38
* Mandated Reporting Policy, MN Statute 626.556 (Protection of Minors)
* Zero Tolerance of Workplace Violence,

MN Statute 1.5* Appropriate Use of Electronic Communication & Technology, MN Statute 43A
* Vehicle User Agreement
* Employee Assistance Program
 |
| Federal Regulations and Notices | * Family Medical Leave Act Employees Rights & Responsibilities
* Workers Compensation
* COBRA (Continuation Coverage Rights)
* MNsure and Other Marketplaces: Coverage Options and Your Health Coverage
 |

**I also acknowledge that I have received the notice entitled “MNsure and Other Public Marketplaces: Coverage Options and Your Health Coverage”.**

Print Name:­­­­­­­­ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |
| --- | --- |
| Office Use Only\_\_ I-9, Employment Eligibility Verification\_\_ Tennessen Warning-Notice of Intent to Collect Private Data (2 pages)\_\_ New Employee Data Record\_\_ Retirement Checklist for New Hires (2 pages) | \_\_ W-4\_\_ Card for State Employee /SEMA4 ID number\_\_ Direct DepositClassified: \_\_ Waiver of Liability \_\_ Probation |