

**College of Charleston**  
**Human Resources Policies and Procedures**  
**Policy Acknowledgement Form**

As an employee of the College of Charleston (the “College”), I understand that I am required to comply with all applicable laws and regulations, whether they be Federal, State or local, as well as College policies including, but not limited to, the following Human Resources policies, procedures and regulations:

**Personnel**

- [Alcohol and Drug Abuse](#)
- [Alcohol and Illicit Drug Testing](#)
- [Background Checks](#)
- [Code of Conduct and Disciplinary Actions](#)
- [Compensation – Classified Employees](#)
- [Dual Employment](#)
- [Discrimination and Harassment, Including Sexual Harassment and Abuse \(prohibition of\)](#)
- [Employee Performance Management System \(EPMS\)](#)
- [Electronic Communications Usage](#)
- [Ethics](#)
- [Faculty/Administration Manual](#)
- [Family and Medical Leave Act \(FMLA\)](#)
- [Grievance - Staff](#)
- [Hours of Work and Overtime](#)
- [Hours of Work - Law Enforcement](#)
- [Intellectual Property](#)
- [Lactation](#)
- [Modification of Duties for New Faculty Parents](#)
- [Protection of Minors on Campus](#)
- [Temporary Employment](#)
- [Tobacco Free Campus](#)
- [Reasonable Accommodation and Equal Access](#)
- [Reduction in Force](#)
- [Workplace Violence](#)

I understand and acknowledge that the above list is not exhaustive and that it is my responsibility to review and abide by any and all applicable laws, regulations and College policies, including any future amendments and updates. Additionally, I understand that I have a continuing obligation to follow certain laws, regulations and policies as they may apply to me when I am no longer employed by the College. I may access these and other Policies and Procedures online at <http://policy.cofc.edu/policy.php>. I further acknowledge that if for any reason I am not able to access these Policies and Procedures online, I may obtain copies of the same from my department or by contacting Human Resources at (843) 953-5512.

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Employee Name (Print)

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Employee Signature

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Department

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Date

**DISCLAIMER: THE LANGUAGE USED IN THIS DOCUMENT AND THE DOCUMENTS REFERENCED HEREIN DOES NOT CREATE AN EMPLOYMENT CONTRACT BETWEEN THE EMPLOYEE AND THE COLLEGE OR ANY OTHER AGENCY.**