

Policy Checklist for New Hires

Employee/Faculty Name: _____ Start Date: _____

Department: _____

Welcome to Virginia Commonwealth University (VCU)! This checklist helps to inform you about VCU, related policies and procedures, and your role and responsibilities within the organization.

**Review the VCU and HR policies and procedures, including those listed below, on the VCU Administrative Toolkit at <http://www.toolkit.vcu.edu/>.
Review the Commonwealth of Virginia policies at <http://www.dhrm.state.va.us/hrpolicy/policy.html>.**

<u>VCU Policies and Procedures</u>	<u>VCU Human Resource Policies and Procedures</u>	<u>Commonwealth of Virginia Policies</u>
Alcohol and Drug Policy	Criminal Conviction Investigations	Probationary Period (for classified employees)
Americans with Disabilities and Rehabilitation Acts	Educational and Training Opportunities	Standards of Conduct (for classified employees)
Code of Conduct for Business Practices	Family and Medical Leave	Use of the Internet and Electronic Communications Systems
Code of Ethics	Office Closings and related inclement weather and/or emergency condition procedures	Virginia Terrorism and Security Awareness Orientation (at http://www.emergencymanagement.vcu.edu)
Computer and Network Resources Use	Return to Work	Workers' Compensation
Conflict of Interest	Solicitation	
EEO Policy	Threat Assessment & Violence Prevention	
Intellectual Properties		
Rules and Procedures		
Sexual Harassment, University Guidelines on Prohibition		
Worker's Right-To-Know Statement and Safety Brochure (under Toolkit "Forms")		

By signing below, I acknowledge that I am aware of the policies above in accordance with state Agency Risk Management Internal Control Standards (ARMICS):

Signature: _____ Date: _____

- Note to Personnel Administrators for decentralized new hires – Once this form is signed:**
- include a signed copy with the new-hire paperwork; and
 - keep a signed copy in the department's personnel file.