

## New Employee Orientation to Policies and Procedures

Following these instructions is a 2-page checklist of PCC policies with which all employees are expected to be familiar. All of the policies are on the PCC Intranet and you can link to them directly from the checklist. If you are a new employee, this is part of your orientation to PCC. You should read all of these policies and return the completed checklist to Human Resources within 30 days of your employment. If you have any questions, please refer them to one of the contact people listed below.

1. Print the checklist so that you may check off the policies as you read them. If you are viewing this from My PCC email, then right click your mouse and then click "print" on the options listed.
2. To read a policy, click on the link listed below the policy you would like to read. A window will open and you may then read and/or print that policy. After you read the policy, close the window.

**NOTE:** *If you need a hard copy of any of the policies, please contact one of the Human Resources Representatives listed below.*

3. After reading the policy, **check it off on your printed copy** of this checklist.
4. When you have finished reading all of the policies, print your name and identification number (usually your social security number) at the top of the first page and then sign and date the bottom of the second page of the checklist.
5. **\*\*\*Please be sure to sign your name at the bottom of the checklist\*\*\*\***
6. Send the checklist, via intercampus mail, to Human Resources, DC 3<sup>rd</sup> Floor, to the attention of one of the representatives listed below. If you have any questions about the policies you read, please refer your questions to one of the following **Human Resources Representatives:**

<p>For Cascade Campus and the Extended Learning Campus (including SE Center, PMWTC and WCWTC, Adult &amp; Continuing Education, PCC Prep, and Workforce Training &amp; Economic Dev):</p>	<p><b>Kelly Schwartz</b>, Human Resources Representative, 971-722-5873 or 971-722-5886  <a href="mailto:kelly.schwartz@pcc.edu">kelly.schwartz@pcc.edu</a></p>
<p>For Sylvania Campus, Auxiliary Services (Bookstores, Food Services, Parking, Print Center), Financial Services (Accounting, Budget, Payroll, and Procurement) and Public Safety:</p>	<p><b>Pattie Hollamon</b>, Human Resources Representative, 971-722-5864 or 971-722-4623  <a href="mailto:pattie.hollamon@pcc.edu">pattie.hollamon@pcc.edu</a></p>
<p>For Rock Creek Campus, Physical Plant, Technology Solution Services, Institutional Advancement, and Academic Services (Instructional Sppt, Enrollment Services, OSD, Grants, Libraries, Perkins, International Ed, Institutional Effectiveness, Staff &amp; Org Dev):</p>	<p><b>Linda Monahan</b>, Human Resources Representative, 971-722-5869 or 971-722-7864  <a href="mailto:lmonahan@pcc.edu">lmonahan@pcc.edu</a></p>

**Print and return the following two pages. If no print button, right click mouse:**

Employee Name (please print):	Human Resources Department Use Only <b>*FILE ONLY IF THIS SECTION IS COMPLETE*</b> Entered in PPACMNT (By & Date): Code = NEC Comment = YYYY/DD/MM Completed. Save Changes
Identification Number (G-Number or SSN):	

## **Portland Community College**

### **New Employee Orientation to Policies and Procedures**

- PCC Mission  
<http://www.pcc.edu/about/administration/board/policies/b101.html>
- PCC Philosophy  
<http://www.pcc.edu/about/administration/board/policies/b102.html>
- Values Statement  
<http://www.pcc.edu/about/administration/board/policies/b104.html>
- Ethical Conduct  
<http://www.pcc.edu/about/administration/board/policies/b303.html>
- Ethics Guide, ORS 244 Summary  
<http://intranet.pcc.edu/departments/audit/documents/ethics-guide-2011.pdf>
- Equal Opportunities/Affirmative Action Policies  
<http://www.pcc.edu/about/administration/board/policies/b205.html>
- Nondiscrimination  
<http://www.pcc.edu/about/administration/board/policies/b206.html>  
Non-harassment Policies
  - <http://www.pcc.edu/about/administration/board/policies/b207.html>
  - <http://www.pcc.edu/about/affirmative-action/nonharassment.html>
- Consensual Relationship Statement  
<http://www.pcc.edu/about/affirmative-action/consensual.html>
- Parking at College Facilities  
<http://www.pcc.edu/about/administration/board/policies/b602.html>
- Political Activities  
<http://www.pcc.edu/about/administration/board/policies/b702.html>
- Alcohol and Controlled Substances  
<http://www.pcc.edu/about/administration/board/policies/b304.html>

Tobacco Policy

<http://www.pcc.edu/about/policy/tobacco/>

College Closure Policy

<http://www.pcc.edu/hr/contracts/closure.html>

Travel Policy

[http://intranet.pcc.edu/finance/acctng/travel/travel\\_home\\_page.htm](http://intranet.pcc.edu/finance/acctng/travel/travel_home_page.htm)

#### Accounting Policies

Imprest Cash: [http://intranet.pcc.edu/finance/bursar/policies/ic\\_policy.htm](http://intranet.pcc.edu/finance/bursar/policies/ic_policy.htm)

Documentation Requirements:

<http://intranet.pcc.edu/finance/acctng/manual/AP.25.106.%20Documentation.Requirements.2.21.08.pdf>

Prohibited Expenditures: <http://intranet.pcc.edu/finance/purchase/prohibit.htm>

College Electronic Policies

<http://www.pcc.edu/about/policy/electronic/>

Information Classification Standard

<http://www.pcc.edu/about/policy/electronic/information-classification.html>

Electronic Mail (Email) Policy

<http://www.pcc.edu/about/policy/electronic/email.html>

Cellular Phone Policy

<http://www.pcc.edu/about/policy/wireless.html>

Health and Safety Policy Statement (**pages 1-5**)

<http://intranet.pcc.edu/finance/safety/H%20&%20S%20Manual/HS%20Ch%201%20Gen%20Safety%20Revised-Nov%202008.pdf>

Americans with Disabilities Act (ADA)

<http://www.pcc.edu/about/administration/board/policies/b408.html>

Disability Services Orientation for Faculty

<http://www.pcc.edu/resources/disability/orientation/>

Unpaid Rest Breaks for Lactating Employees

<http://www.pcc.edu/about/policy/lactation.html>

Standards for Professional Behavior

<http://www.pcc.edu/hr/contracts/behavior.html>

**Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Employee Name (please print):** \_\_\_\_\_

**I.D. Number (G Number or SSN):** \_\_\_\_\_ **Campus:** \_\_\_\_\_

**Department:** \_\_\_\_\_ **Name of Supervisor:** \_\_\_\_\_

**\*\*\*Return this document to Human Resources, DC 3<sup>rd</sup> Floor, Attn: HR Representative\*\*\***