

Portland Community College Policy Checklist

As a PCC employee, you are required to review the College's policies as part of your orientation to PCC. **You must read the below listed policies, sign and complete the checklist, and return it to Human Resources within 30 days of employment.**

1. To read a policy, go to the [PCC Policy Checklist](#). Links to each policy are listed below the policy title. **NOTE:** *If you need a hard copy or alternative format of any of the policies, please contact leslie.wilkins@pcc.edu or ask one of the HR representatives listed below.*
2. After reading the policy, check it off on your printed copy of this checklist.
3. When you have finished reading all of the policies, complete the employee information section below. SIGNING acknowledges you have read and agree to abide by all of the policies on the checklist.
4. Send the completed checklist, via intercampus mail, to Human Resources, DC 3rd Floor, or by regular post to PCC HR, P.O. Box 19000 Portland, OR 97280.

PCC prohibits unlawful discrimination based on race, color, religion, national origin, sex, marital status, disability, veteran status, age, sexual orientation, or any other status protected by federal, state,

- [Alcohol and Controlled Substances](#) *(Prohibiting and limiting the use of alcohol and controlled substances.)*
- College Electronic and Information Use Policies** *(Acceptable use of college information and resources.)*
 - [Electronic Communications](#)
 - [IT Acceptable Use Policy](#)
 - [Information Classification Standard](#)
 - [Information Security Standard](#)
- [Communication Policy](#) *(Electronic and email communications.)*
- [Consensual Relationship Statement](#) *(Relationships with students.)*
- [Ethics Guide](#) *(PCC Guide/Summary of Oregon Ethics law ORS 244 applicable to PCC employees.)*
NOTE: must be viewed while logged into PCC network, using Internet Explorer.
- [Family Educational Rights and Privacy Act](#) *(Privacy law regarding student records.)*
- [Gender-based and Sexual Misconduct](#) *(Title IX Policy on sexual misconduct, reporting and investigation.)*
- [Mandatory Child Abuse Reporting](#) *(Resources/ support for compliance with mandatory reporting laws.)*
- [Nondiscrimination & Non-Harassment Policy](#) *(Policy statement, definitions and complaint process.)*
- [Political Activities](#) *(Employee guidelines on workplace expression.)*
- [Prohibited Expenditures](#) *(Use of college resources.)*
NOTE: must be viewed while logged into PCC network, using Internet Explorer.
- [Reporting Improper Activity](#) *(Guidelines and protections for employees reporting improper activity.)*
- [Standards for Professional Behavior](#) *(Guidelines for appropriate behavior and complaint process.)*

Employee Name (please print): _____ ID#: G _____

Employee Signature: _____ Date: _____

I have read and reviewed the above policies, indicated by my above signature, and agree to adhere to them during my time as a PCC employee.

Department: _____ Name of Supervisor: _____

Return this document via campus mail to HR, DC 3rd Floor, or by regular post to PCC HR, P.O. Box 19000 Portland, OR 97280

NOTE: Policies with a link that contains "intranet" may only be viewed when logged into a computer on the PCC network. Internet Explorer is the recommended browser for accessing PCC files.

Additional Resources and Information

If you have any questions about the policies you read, please refer your questions to one of the following **Human Resources Representatives**:

Southeast Campus, Auxiliary Services, Public Safety, Facilities Management Services, Financial Services	Kelly Schwartz , Human Resources Representative, 971-722-5873 kelly.schwartz@pcc.edu
Sylvania Campus, Advancement, Planning and Capital Construction, Grants	Maria Cenicerros , Human Resources Representative, 971-722-5864 maria.cenicerros@pcc.edu
Rock Creek Campus, Student Affairs (Financial Aid, Registration & Enrollment, International Student Services, Title III), Disability Support Services, Information Technology	Karol Ford , Human Resources Representative, 971-722-5869 karol.ford@pcc.edu
Cascade Campus, Academic Affairs (Curriculum Support, Education Abroad, Perkins & Accreditation, Distance Education, Libraries), Workforce/Community Development, Institutional Effectiveness	Jackie Sandquist , Human Resources Representative, 971-722-5860 jsandqui@pcc.edu

The following policies are recommended reading during your first 30 days of employment:

- [Board Policies](#):
 - Mission, Philosophy, Values
 - Personnel, Finance and Administration
- [Americans with Disabilities Act \(ADA\)](#)
- [College Policy Webpage](#):
 - College Closure Procedures
 - Health and Safety Policy Statement (pages 1-5 of the Safety Manual)
 - Imprest Cash
 - Smoking/Tobacco Policy

- Travel Policy
- Unpaid Rest Breaks for Lactating Employees
- [HR Policy Webpage](#):
 - Faculty/AP and Classified Agreements
 - Management/Confidential Handbook
 - Child Labor Laws
 - Fact Sources
 - HIPAA, COBRA and Worker's Compensation

Other:

- [Disability Services Orientation for Faculty](#)
- [Parking at College Facilities](#)