

## APPENDIX

---

- 1.0 Confidentiality Agreement
- 2.0 Drug, Alcohol, and Firearms Policy
- 3.0 Use of College Property Agreement
- 4.0 Staff Handbook Acknowledgement
- 5.0 Washington College Website

# WASHINGTON COLLEGE

## CONFIDENTIALITY AGREEMENT

Information contained in educational, financial and employment records must be maintained in a confidential manner at all times.

All employees have a personal duty to protect confidential information, to store such information in a secure manner, and to protect this information by following proper procedures.

The unauthorized access to, modification, deletion or disclosure of information may compromise the integrity of the College or otherwise violate individual rights of privacy and/or constitute a criminal act.

Distribution and/or reproduction of any record or information outside the intended and approved use are strictly prohibited.

I acknowledge and agree to the above requirements.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

# WASHINGTON COLLEGE

## DRUG, ALCOHOL, AND FIREARMS POLICY

Washington College prohibits possession, use, or distribution of drugs and illegal or unauthorized use of alcohol by employees in the work place.

Violations may result in action by law enforcement officials, disciplinary action up to and including termination of employment, and/or mandatory participation in a substance abuse rehabilitation program. By federal law, Washington College must be notified within five days of any employee's conviction under criminal drug statutes.

The possession, storage, or use of fireworks, firearms, ammunition or explosives is prohibited at any time for any purpose at any place on the campus or other property of Washington College.

I have read and understand the above statements and acknowledge that the use of drugs and illegal and/or unauthorized use of alcohol is prohibited as a condition of employment with Washington College.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

# WASHINGTON COLLEGE

## USE OF PROPERTY AGREEMENT

Washington College provides its employees with appropriate supplies, facilities, and equipment necessary to effectively perform their job duties. Equipment and supplies should not be removed from campus unless it is approved and a work assignment requires use of College property outside the physical facility of the College.

Employees are encouraged to use College resources prudently and efficiently. Misuse of these resources will be regarded as a serious violation of College policy.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee Name

# WASHINGTON COLLEGE

## STAFF HANDBOOK ACKNOWLEDGEMENT

I, \_\_\_\_\_, have received and will read a copy of the Washington College Staff Handbook that outlines the policies, benefits, and expectations of the College, as well as my responsibilities as an employee.

I will familiarize myself with the contents of this handbook. By my signature below, I acknowledge, understand, and agree to comply with the information contained in the employee handbook provided to me by Washington College. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the policies, benefits, and expectations of Washington College.

I understand that the Washington College Staff Handbook is not a contract of employment and should not be interpreted as such.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

## The Washington College Website

The Washington College website (<http://www.washcoll.edu>) is a useful informational resource for staff and faculty. New Washington College employees are encouraged to visit the Human Resources site (<http://hr.washcoll.edu>), which offers a helpful orientation guide, including preliminary tasks, payroll information, a campus map, and Washington College background and history. To access this information, simply click on “Information for New Employees” under the “Welcome” menu on the Human Resources homepage.

The college website offers an online staff and faculty directory. To access directory information, scroll down to the lower left portion of the home page under “Contact.” Staff and faculty are listed according to department. Information on news and events and current weather conditions is also available on the Washington College home page. Scroll down to the lower right portion of the page to the News Room box. Employees may click on the News Room link to get all of the latest Washington College news and featured events, or click on individual news announcements. Users may also click on the small weather icon on the top right in the black portion of the News Room box to receive live weather updates. In the event of emergency weather conditions or school closings, an announcement will be posted on the Washington College homepage.

Employees are encouraged to use the Washington College online calendar located at <http://calendar.washcoll.edu> to keep up with campus events. A link to the calendar is located at the top of the homepage. Washington College employees may also sign up to receive specialized announcements regarding campus news or events through list serves. To learn more about list serves, visit <http://list.washcoll.edu>.

The Washington College homepage is also the gateway to Webmail. Click on the “Webmail” link on the top right portion of the page to access your e-mail via the internet.

Additional resources may be found by rolling over the audience links in the upper left portion of the web page (e.g., “Faculty & Staff”), or by clicking on the “Quick Find” drop menu on the left below the audience links. Using the rollover and drop menus helps save time and links users directly to the most popular pages. The site map, which lists web pages alphabetically and by category, and search utility also are helpful navigational tools to point users toward the information they are looking for.

Employees are also encouraged to click on the “Feedback” link at the top right, black portion of the homepage to send suggestions for new site features or improvements to the college webmaster. Washington College employee suggestions for the site are helpful in making [www.washcoll.edu](http://www.washcoll.edu) more easily navigable and user-friendly.