



New Employee Checklist

I acknowledge the below listed Alamo Colleges District topics, policies, and procedures were covered during New Employee Orientation. I understand it is my responsibility to review and abide by them. I understand ACCD policies can be found on the district website, www.alamo.edu/district/policies/.

Additional information can be found on the Human Resources page of AlamoShare (SharePoint site for employees).

- Ethics Handbook
- Drug and Alcohol-Free Workplace
- Attendance
- Dress code
- Identity Theft Program
- Progressive Discipline
- Sexual Harassment
- Risk Management/Safety
- Compliance with Policies and Procedures
- ADA Accommodation Request Guidelines

Employee's Signature

Banner ID

Employee's Printed Name

DIST / NLC / NVC / PAC / SAC / SPC
Work Location (Circle One)

Date