

Please sign and return to your Director's office.
All completed forms will be forwarded to the Office of Human
Resources.

RECEIPT AND ACKNOWLEDGEMENT OF
CLAREMONT UNIVERSITY CONSORTIUM
2005 NOTICE OF CUC POLICIES AND ANNUAL REPORTS

I have been informed that the Claremont University Consortium has the following policies and annual reports. A copy of the policies and reports are available in my department; the Office of Human Resources [101 S. Mills Ave.]; and on the Human Resources web page at www.cuc.claremont.edu/hr2/index.asp. I understand that I am responsible for reading and knowing what is said in the policies and reports because they contain important information that I need to know as a CUC employee. I am also responsible for complying with any requirements contained in these documents.

1. Harassment Policy
2. Use of Internet Services and Network Resources
3. Drug-Free Workplace (Substance Abuse)
Annual Campus Safety Report
4. Asbestos Report

Print Full Name

Signature

Department

Date

Please feel free to retain a copy of this acknowledgement for your records.