

<b>ACKNOWLEDGEMENT 1</b>	<b>Computer Use Policy</b>	
<input type="checkbox"/> Del Mar College makes available to all employees and grant recipients a physical copy of the College policy on computer and network resources use. <i>I acknowledge receipt of Del Mar College's Policy on Computer Network Resources Use.</i>		
<b>ACKNOWLEDGEMENT 2</b>	<b>Drugs and Alcohol Policy</b>	
<input type="checkbox"/> The Drug-Free Workplace Act of 1988 and our Board of Regent's policy require that Del Mar College make available to all employees and grant recipients a physical copy of the College policy on drugs and alcohol. <i>I acknowledge receipt of Del Mar College's Policy on Drugs and Alcohol.</i>		
<b>ACKNOWLEDGEMENT 3</b>	<b>Social Security Card Notice</b>	
<input type="checkbox"/> A copy of your Social Security Card is mandatory for Payroll entry purposes. Section 7(a)(2) of the Privacy Act provides that any Federal, State, or local agency maintaining a system of records in existence and operating before January 1, 1975, may continue to require disclosure of an individual's Social Security number. <i>I acknowledge receipt of the Social Security Card Notice.</i>		
<b>ACKNOWLEDGEMENT 4</b>	<b>Tax Deferred Annuity</b>	
<input type="checkbox"/> You have the right to make elective deferrals of your salary towards a tax deferred account at any time of the calendar year. Contact the Human Resources Office to obtain further information or guidance at (361) 698-2178. <i>I acknowledge receipt of my eligibility to participate in a Tax Deferred Annuity 403(b).</i>		
<b>ACKNOWLEDGEMENT 5</b>	<b>Texas Hazard Communication Act</b>	
<input type="checkbox"/> In compliance with the Texas Hazard Communication Act of 1985, Texas Civil Statutes, Article 5182b, you are informed that it has been determined you may be exposed to hazardous chemicals in the course of your job at Del Mar College. If you will not be exposed to hazardous chemicals in your work area, you are exempt from this training. If you are exposed or have the potential for exposure to hazardous chemicals in your work area, you will receive chemical specific training within your department for the chemicals you will be using. Further information may be obtained from your supervisor or the EHS Office at phone extensions 1946 or 1641. You may also contact the Texas Department of State Health Services at (800) 452-2791 or <a href="http://www.dshs.state.tx.us/teirtwo.worker">http://www.dshs.state.tx.us/teirtwo.worker</a> . <i>I acknowledge receipt of the information regarding the Texas Hazard Communication Act.</i>		
<b>ACKNOWLEDGEMENT 6</b>	<b>Training</b>	
<input type="checkbox"/> New employees must complete required training courses within 30 days of their initial employment. Additional training may be required depending upon the position. You will receive an email from Workplace Answers eLearning which will provide a link for you to access the required training courses. Throughout the scope of your employment, additional online training courses may be required. <i>I acknowledge my responsibility to complete the required training courses.</i>		
<b>ACKNOWLEDGEMENT 7</b>	<b>Workers' Compensation</b>	
<input type="checkbox"/> Del Mar College provides workers' compensation insurance coverage for employees. Texas Administrative Code (§110.101, §110.105) requires Del Mar College to notify employees in writing of workers' compensation insurance coverage at the time an employee is hired. You may elect to retain your common law right of action if, no later than five days after you begin employment or within five days after receiving this notice, you must notify Del Mar College in writing that you wish to retain your common law right to recover damages for personal injury. If you elect to retain your common law right of action, you cannot obtain workers' compensation income or medical benefits if you are injured. <i>I acknowledge receipt of the College's current status of Workers' Compensation Insurance.</i>		
<b>EMPLOYEE SIGNATURE</b>	<b>Please print your full name (Last, First, Middle), sign, and date.</b>	
Print Name (Last, First, Middle)	Signature	Date
<b>HR USE ONLY</b>	<b>Colleague ID #</b>	

## COMPUTER AND NETWORK RESOURCES USE POLICY DEL MAR COLLEGE

**B3.23 Computer and Network Resources Use Policy:** Del Mar College computer and network resources are privileges provided to conduct the legitimate business of the College and to support the missions of the institution. Del Mar College procedures will promote the security and integrity of the College's computer systems and the information contained on those systems and will provide a framework for responsible access to information technology resources. The President of the College, the Vice President of Instruction, the Chief Information Technology Officer, instructors, supervisors, Chairs, or Deans may elect to impose additional requirements or restrictions. Del Mar College extends these principles and guidelines to systems outside the College which are accessed via the College's facilities. Computing or network providers outside Del Mar College may impose their own additional conditions of appropriate use, for which users at Del Mar College are responsible.

**A3.23.1 Legitimate Use:** Computer resources of Del Mar College are privileges provided solely for legitimate use by the following: currently registered students; authorized faculty, staff, and other individuals; and authorized agents of the District performing activities for the benefit of or with respect to the instructional or administrative mission of the District.

**A3.23.1.1** Legitimate uses of the College's computer and network resources are limited to: College-related instruction, independent study, research, and official work of College administration, staff, students, campus organizations, and agencies of the College, and such other specific uses as are expressly authorized by the President of the College or the President's designee.

**A3.23.1.2** These computer and network resources may not be used for personal, commercial, or for-profit purposes without the written approval of the President of the College or the President's designee.

**A3.23.1.3** Consistent with the College's Equal Opportunity/Affirmative Action policies, the computer and network resources may not be used to store, transmit, or receive any text, image, audio, or video materials that are discriminatory, abusive, profane, threatening, harassing, or sexually offensive.

**A3.23.2 Ownership and Copyright:** All College-provided computer resources, including hardware, software, and all computerized information and data entered on or developed with these resources are licensed from vendors or owned by the District. Users have no rights of ownership to these computer resources, or to the information they contain.

**A3.23.2.1** Each user shall comply with all licensing agreements for College-provided software. Each user shall comply with all copyright laws.

**A3.23.3 Responsibilities of the User:** When using Del Mar College's computer and network resources, (a) students are required to operate those resources in a manner consistent with this policy and with the College's "Standards of Student Conduct"; and (b) faculty, staff, and individuals, and authorized agents of the College are required to operate those resources in a manner consistent with this policy and with all policies published in the Del Mar College Manual of Policies and Procedures.

**A3.23.3.1** Any unauthorized use, access, alteration, addition, destruction, duplication, or deletion of the computer or network resources, or the information contained therein, is prohibited.

**A3.23.3.2** These computer privileges shall not be transferred or extended by the College's students, faculty, staff, or administration without the written approval of the President of the College.

**A3.23.3.3** The user shall maintain considerate and ethical behavior in the use of College computer resources.

**A3.23.3.4** The user shall avoid wasting computer resources by activities beyond the scope of legitimate administrative or instructional requirements.

**A3.23.3.5** The user shall be sensitive to the public nature of all computing facilities. All networks, network message traffic, and computer systems, including individual workstations, may be monitored for compliance with existing College policies. Writings or notices attached to or included in emails regarding the confidential, proprietary, or privileged nature of an email do not limit the College from monitoring employee communications as provided by this section, or from using the emails to establish an employee's violation of College policies. All email is subject to the Public Information Act provisions.

**A3.23.3.6** The user shall determine the licensing status on any software or date prior to copying or transferring the product.

**A3.23.3.7** The user shall have prior written approval from the appropriate Chair, supervisor, or administrator before installing on College computers or networks any software not provided by the College. The user shall be responsible for the registration and license compliance for any software not provided by the College. Only lawfully acquired software may be installed on College computers and networks.

**A3.23.3.8** The user shall not willfully create, copy, or disseminate computer viruses nor threaten to install or to infect the College's computer resources with any virus.

**A3.23.3.9** The user must insure the integrity of all foreign software, disks, or hardware before installing or using such software, disks, or hardware on College computers or networks. "Integrity" in the context of this policy includes assurance of compatibility with existing software, disks, or hardware, as well as freedom from contamination by any type of computer virus. "Foreign" computer software, disks, or hardware includes any computer software, disks, or hardware which: (1) have not been provided by the College, or (2) have been removed from and then returned to the campus, or (3) have been used on the campus in, or in connection with, any computer software, disks, or hardware not provided by the College.

**A3.23.3.10** The user shall obtain from the appropriate College authority prior written approval for the planned installation and proposed applications of any type of computing server device or server software. All information or material placed on any type of computer server device shall comply with all applicable College policies and practices and all laws governing the use of computer, network devices, and the Internet.

**A3.23.3.11** The user shall access only those computing resources and those accounts authorized by the appropriate College authority. The user must protect the integrity of personal files, personal data, and personal passwords. The user shall respect the privacy of the College's and other users' resources.

**A3.23.3.12** The user shall not access the Internet through the College telephone system without written approval from the President of the College or the President's designee.

## DRUGS AND ALCOHOL POLICY DEL MAR COLLEGE

**B5.40 Policy on Drugs and Alcohol:** The purpose of this policy is to inform the Del Mar College Community of its intent to comply with the "Drug Free Schools and Communities Act of 1986" (PL 99-570).

**B5.40.1 General Statement:** Del Mar College is committed to working to maintain a safe, healthy, lawful, and productive working and educational environment for all employees and students. Studies have shown that use of illegal drugs and abuse of alcohol increases the potential for accidents, absenteeism, tardiness, unsatisfactory performance, inefficiency, poor employee morale, and damage to the College's reputation. The intent of this policy is to make Del Mar College a better place to study and work through upgrading the mental and physical health of the total College community. It acknowledges the freedom of choice of those individuals who require or seek information relative to drug/alcohol abuse.

**B5.40.1.1 Definition of Legal Drugs:** A "legal drug" is a prescribed drug or over-the-counter drug which has been legally obtained and is being legally used for the purpose for which it was prescribed or manufactured.

**B5.40.1.2 Definition of Illegal Drugs:** An "illegal drug" is any drug or controlled substance which is (1) not legally obtainable or (2) is legally obtainable but was not legally obtained. The term "illegal drug" includes all illegal drugs, dangerous drugs, and controlled substances defined and listed in Articles 4476-14 and 4476-15 (Texas Controlled Substances Act) Vernon's Texas Civil Statutes. Marijuana, hashish, cocaine, PCP, LSD, heroin, dilaudid, qualudes, steroids, and methamphetamine are only a few of the dangerous drugs or controlled substances which are included within such terms.

### **B5.40.2 Educational Objectives:**

**B5.40.2.1** To include the subject of illegal drug and alcohol abuse in future College-sponsored student and employee training programs.

**B5.40.2.2** To inform employees of the College's informational service and of this policy through various means, such as divisional and departmental meetings, and new employee orientation processes.

**B5.40.2.3** To inform students of the College of this policy and informational services through various means, such as the campus newspaper Foghorn, Counseling Office, club meetings, "drug free"- related activities each semester, and the College's electronic data board located in the campus student centers.

### **B5.40.3 Applicability and Scope:**

**B5.40.3.1** This policy applies to all students and employees of Del Mar College, as well as College visitors, contractors, and all other persons occupying space in/on conveyances, offices, buildings, facilities, or grounds over which Del Mar College has custody and control, including but not limited to rentals and leasing of auditorium and classroom spaces.

**B5.40.3.2** This policy does not cancel or supersede other laws, orders, instructions, or regulations which make the use, possession, and/or distribution of dangerous drugs, and controlled substances illegal.

**B5.40.4 Drug and Alcohol Information Services:** The College recognizes that alcoholism and drug dependency are "illnesses" or "disorders" and the College will provide information to any employee or student seeking assistance.

**B5.40.4.1** When personal or behavioral problems begin to affect an employee's work or a student's academic performance and this appears to be the result of drug or alcohol abuse, the individual may be referred to the College Counseling Office for information on drug/alcohol and/or to local community professionals. The following guidelines apply to all persons seeking help.

**B5.40.4.2** Employees or students shall not be discriminated against because they are known to have had alcohol, drug, or any other behavioral problems as evidenced by their responsibly seeking or utilizing counseling or treatment services.

**B5.40.4.3** As outlined in the College's Sick Leave Policy ([B5.27](#)), employees may utilize accumulated sick leave or a reasonable leave of absence without pay for the purpose of treatment or rehabilitation as in any other illness.

**B5.40.4.4** The employee or student shall be responsible for any cost and/or fees incurred for professional services.

**B5.40.4.5** It is recognized that a person's job performance or academic studies may be affected by persons in the employee's or student's family who have alcohol, drug, or other emotional or behavioral problems. Therefore the College will offer information services to these family members, but accept no further responsibility.

**B5.40.4.6** Information concerning a student's or employee's diagnosis, treatment, and medical records will be kept strictly confidential.

**B5.40.5 Prohibition of Anabolic Steroid or Human Growth Hormone:** Section 7, Section 4.11, Texas Controlled Substances Act (Article 44.76, Vernon's Texas Civil Statutes), requires that the following notice be posted in a conspicuous place in the gymnasium: Anabolic steroids and growth hormones are for medical use only. State law prohibits the possession, dispensing, delivery, or administering of an anabolic steroid or growth hormone in any manner not allowed by State law. State law provides that body building, muscle enhancement, or increasing muscle bulk or strength through the use of an anabolic steroid by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person. A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Corrections.

**B5.40.6 Prohibition (Drugs and/or Alcohol):** The College prohibits the unlawful manufacture, sale, distribution, dispensation, possession, or use of controlled substances and/or alcohol in the workplace. The College further prohibits the consumption of any alcoholic beverage or being under the influence of alcohol or any controlled substances within the workplace or in College owned vehicles. An individual need not be legally intoxicated to be considered "under the influence of a controlled substance or alcohol."

**B5.40.6.1 Exemptions (Presidential Approval Required):** The College President is authorized to approve exemptions to B5.40.6 to allow the serving of alcoholic beverages, as provided by law, at various Foundation, Alumni, and community events sponsored or approved by the College. Exemption requests shall be made on a form provided by the College.

**B5.40.7 Condition of Employment:** As a condition of employment with the College or as a condition of receiving or continuing to receive a federal grant, each person affected shall abide by the terms of the requirements and prohibitions set out in this policy and shall notify the College President, in writing, of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

**B5.40.7.1** Within thirty (30) days of receiving notice from an employee or grant recipient, or otherwise receiving actual notice of a conviction for criminal drug statute violation occurring in the workplace, the College shall either (1) take appropriate personnel action against the employee up to and possibly including termination, or (2) require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, State or local health agency, law enforcement agency or other appropriate agency.

**B5.40.8 Notice:** Each employee, full-time or part-time, as well as student workers and grant recipients, shall be given a copy of the College's policy on drugs and alcohol and must sign a statement attesting to the receipt of the policy.

**B5.40.8.1** A copy of this policy shall be printed in the College [Student Handbook](#).

**A5.40.9 Drug Prevention Program:** The Administration hereby adopts and implements a program to prevent the illicit use of drugs and the abuse of alcohol by employees and students in the workplace. This policy will be maintained in compliance with federal regulations on behalf of the Drug-Free Schools and Communities legislation.

**A5.40.9.1** Annually the College will distribute copies of this policy and others related to it to each employee and to each student enrolled in a credit course or courses.

**A5.40.9.2** For all of the above persons, the College prohibits the unlawful possession, use, or distribution of illicit drugs or alcohol on College property or as part of College activities.

**A5.40.9.3** All students and staff are reminded that local, State, and federal laws provide legal sanctions for unlawful possession of illicit drugs and alcohol. These sanctions may include probation and/or imprisonment.

**A5.40.9.4** Numerous health risks are associated with the use of alcohol, tobacco, and illicit drugs. These include fetal alcohol syndrome, cancer, heart problems, cirrhosis of the liver, AIDS, and mental and other health problems.

**A5.40.9.5** The College provides limited counseling services for students and employees who desire them, but prefers to refer those in need of treatment and rehabilitation to local community professionals. Current employee health benefits include insurance coverage for treatment of illnesses associated with the use of illicit drugs and the abuse of alcohol.

**A5.40.9.6** The College will impose disciplinary sanctions on students and employees which are consistent with law and other policies which have been or will be established. These sanctions may extend up to, and include, expulsion from the College or termination of employment and referral for prosecution. A disciplinary sanction may include the completion of an appropriate rehabilitation program.

**A5.40.9.7** The College will undertake a biennial review of this program through the College [Heads-Up Committee](#) to determine its effectiveness, implement changes as needed, and ensure that its disciplinary sanctions are consistently enforced.