



IUPUC

IUPUC Affiliate Profile Form

First Name:

Middle Initial:

Last Name:

University ID (if available):

Birth Date (mm,dd,yyyy):

E-mail:

Phone:

Campus:

Department:

Department Contact:

Department Phone:

Affiliation with IUPUC:

Date Affiliation with IUPUC begins (mm,dd,yyyy):

Legal Sex: Female

Date Affiliation with IUPUC Expires (mm,dd,yyyy):

Male

Is it possible that the Affiliate will interact with anyone under the age of 18?: Yes

No

Not Sure

Detailed Reason for Affiliation:

HR Contact Signature:

Date:

Instructions: Volunteers for the IUPUC Department of Athletics should complete this profile form, the Background Consent form, and the Emergency Contact form. Completed forms should be sent to Kassi Ford via fordka@iu.edu.

Updated: 5/27/2022



INDIANA UNIVERSITY

CONSUMER DISCLOSURE

Indiana University will obtain one or more consumer reports about you for the following purposes: 1) for employment purposes which may include hiring, re-assignment, or promotion; or 2) for any employee, student, or volunteer affiliated with Indiana University who will be working in a program involving children for whom the University has not obtained a background check within the past five years.

Indiana University will obtain these reports through General Information Services LLC, a HireRight company ("HireRight"), or another consumer reporting agency. HireRight's address is P.O. Box 353, Chapin, South Carolina, 29036. HireRight's telephone number is 866-265-4917. HireRight's website is www.hireright.com, where you can find information about HireRight's privacy practices.

To prepare the reports, HireRight may investigate your address history, social security number validity, criminal records, driving record, and any other publicly held information.

Please sign below to acknowledge your receipt of this disclosure.

Printed Name:	
Signature:	Date:

For IU Academic Departmental Use Only

Date that candidate accepted offer: _____

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INDIANA UNIVERSITY

CONSUMER REPORT CONSENT & AUTHORIZATION

Indiana University ("the university") requires a background check for the following individuals: i) all new employees, including those that have received a conditional offer of employment; ii) current employees as may be required for continued employment pursuant to the university's Background Check policy; and iii) any employee, student, or volunteer affiliated with the university who will be working in a program involving children, for whom the university has not obtained a background check within the past five years. Indiana University will obtain these reports through General Information Services, LLC, a HireRight company ("HireRight"), or another consumer reporting agency. HireRight's address is P.O. Box 353, Chapin, SC 29036. HireRight's telephone number is 866-265-4917. HireRight's website is www.hireright.com, where you can find information about HireRight's privacy practices.

This Consent & Authorization allows:

- i. HireRight to request information about you from any public information source;
- ii. Anyone to provide such information about you to HireRight;
- iii. HireRight to provide the university one or more reports based on that information ("Background Check"); and
- iv. The university to share your Background Check with others for legitimate business purposes related to your affiliation with the university.

Information requested may include a criminal history check and a sex offender registry check, as well as verification of address history, social security number validity, driving record and other publicly held information. The Background Check may include information about your character, general reputation, personal characteristics, and mode of living. You may inspect HireRight's files about you (in person, by mail or by phone) by providing identification to HireRight. If HireRight obtains any information by interview, you have the right to obtain a complete and accurate disclosure of the scope and nature of the investigation performed.

Please review the Background Check Consent Statement below applicable to you, and provide your signature at bottom.

This section applies to university employees or individuals offered employment with the university:

- I understand that an offer of employment from the university for any position is contingent on the receipt and evaluation of my Background Check. In order to facilitate the required Background Check, I will provide the university my social security number and date of birth (if not currently on file). I understand that failure to provide consent or the required information will result in the withdrawal of any offer of employment.
- I understand that following my initial hire and during the course of my employment, the university may obtain follow-up Background Checks at any time. This consent will apply throughout my employment in any position at Indiana University to the extent permitted by law, unless I specifically revoke this consent in writing. I understand that revocation of this consent may result in termination of my employment.
- I understand that any information obtained from a Background Check may also be considered by the university in the course of any current or future engagement, including employment or volunteering, with the university.
- I further understand that if the Background Check indicates an outstanding warrant issued against me, the university will share that information with appropriate law enforcement agencies.

This section applies to you if you are participating in a program involving children:

- I understand that my ability to participate in any program involving children as a University employee, student or volunteer, is contingent on the receipt and evaluation of my Background Check. The terms "program" and "children" are defined in University Policy PS-01 entitled "Programs Involving Children," which is available by going to policies.iu.edu, clicking on "Administration & Operations," and going to the "Public Safety and Institutional Assurance" list of policies.

- I agree that in order to facilitate the required Background Check, I will provide the university my social security number and date of birth (if not currently on file). I understand that failure to provide consent or the required information will result in the denial of or termination of my participation in any program involving children.
- I understand that following the receipt of the first acceptable Background Check that supports my participation in any program involving children, the university may obtain follow-up Background Checks at any time during my participation in such programs, to the extent permitted by law, unless I specifically revoke this consent in writing. I understand that revocation of this consent may result in the immediate termination of my participation with any program involving children.
- I further understand that any information obtained from a Background Check may also be considered by the university in the course of any current or future engagement, including employment, with the university.
- I further understand that if the Background Check indicates that an outstanding warrant has been issued against me, the university will share that information with appropriate law enforcement agencies.

For international checks:

To perform background screening of employees and employment applicants, we have contracted with HireRight, a company located in the United States. In order for HireRight to carry out its functions, information about you will be transferred to the United States. By signing below, you consent to information about you being transferred to the United States for the purposes of background screening.

The Consumer Financial Protection Bureau's "Summary of Your Rights under the Fair Credit Reporting Act" is attached to this authorization. For New York applicants, a copy of New York's law on the use of criminal records is attached.

I have read and understand all of the information above, and by my signature below, consent to and hereby grant authorization to obtain and release of the background check reports described above to the university within the terms of this Statement.

Printed Name:		
Address:		
City:	State:	Zip:
Signature:		Date:

This signed Statement, in original, faxed, photocopied, or electronic form, will be valid for any such reports that Indiana University may request.

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street N.W., Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - a person has taken adverse action against you because of information in your credit report;
 - you are the victim of identity theft and place a fraud alert in your file;
 - your file contains inaccurate information as a result of fraud;
 - you are on public assistance;
 - you are unemployed but expect to apply for employment within 60 days.

In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.
- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- The following FCRA right applies with respect to nationwide consumer reporting agencies:

CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

You have a right to place a “security freeze” on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is placed on a consumer’s credit file. Upon seeing a fraud alert display on a consumer’s credit file, a business is required to take steps to verify the consumer’s identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact:

TYPE OF BUSINESS:	CONTACT:
<p>1.a. Banks, savings associations, and credit unions with total assets of over \$10 billion and their affiliates</p> <p>b. Such affiliates that are not banks, savings associations, or credit unions also should list, in addition to the CFPB:</p>	<p>a. Consumer Financial Protection Bureau 1700 G Street, N.W. Washington, DC 20552</p> <p>b. Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>
<p>2. To the extent not included in item 1 above:</p> <p>a. National banks, federal savings associations, and federal branches and federal agencies of foreign banks</p> <p>b. State member banks, branches and agencies of foreign banks (other than federal branches, federal agencies, and Insured State Branches of Foreign Banks), commercial lending companies owned or controlled by foreign banks, and organizations operating under section 25 or 25A of the Federal Reserve Act.</p> <p>c. Nonmember Insured Banks, Insured State Branches of Foreign Banks, and insured state savings associations</p> <p>d. Federal Credit Unions</p>	<p>a. Office of the Comptroller of the Currency Customer Assistance Group 1301 McKinney Street, Suite 3450 Houston, TX 77010-9050</p> <p>b. Federal Reserve Consumer Help Center P.O. Box 1200 Minneapolis, MN 55480</p> <p>c. FDIC Consumer Response Center 1100 Walnut Street, Box #11 Kansas City, MO 64106</p> <p>d. National Credit Union Administration Office of Consumer Financial Protection (OCFP) Division of Consumer Compliance Policy and Outreach 1775 Duke Street Alexandria, VA 22314</p>
<p>3. Air carriers</p>	<p>Asst. General Counsel for Aviation Enforcement & Proceedings Aviation Consumer Protection Division Department of Transportation 1200 New Jersey Avenue, S.E. Washington, DC 20590</p>
<p>4. Creditors Subject to the Surface Transportation Board</p>	<p>Office of Proceedings, Surface Transportation Board Department of Transportation 395 E Street, S.W. Washington, DC 20423</p>
<p>5. Creditors Subject to the Packers and Stockyards Act, 1921</p>	<p>Nearest Packers and Stockyards Administration area supervisor</p>
<p>6. Small Business Investment Companies</p>	<p>Associate Deputy Administrator for Capital Access United States Small Business Administration 409 Third Street, S.W., Suite 8200 Washington, DC 20416</p>
<p>7. Brokers and Dealers</p>	<p>Securities and Exchange Commission 100 F Street, N.E. Washington, DC 20549</p>
<p>8. Federal Land Banks, Federal Land Bank Associations, Federal Intermediate Credit Banks, and Production Credit Associations</p>	<p>Farm Credit Administration 1501 Farm Credit Drive McLean, VA 22102-5090</p>
<p>9. Retailers, Finance Companies, and All Other Creditors Not Listed Above</p>	<p>Federal Trade Commission Consumer Response Center 600 Pennsylvania Avenue, N.W. Washington, DC 20580 (877) 382-4357</p>

New York Corrections Law Article 23-A

LICENSURE AND EMPLOYMENT OF PERSONS PREVIOUSLY CONVICTED OF ONE OR MORE CRIMINAL OFFENSES

Section 750. Definitions.

Section 751. Applicability.

Section 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

Section 753. Factors to be considered concerning a previous criminal conviction; presumption.

Section 754. Written statement upon denial of license or employment.

Section 755. Enforcement.

§ 750. Definitions. For the purposes of this article, the following terms shall have the following meanings:

- (1) “Public agency” means the state or any local subdivision thereof, or any state or local department, agency, board or commission.
- (2) “Private employer” means any person, company, corporation, labor organization or association which employs ten or more persons.
- (3) “Direct relationship” means that the nature of criminal conduct for which the person was convicted has a direct bearing on his fitness or ability to perform one or more of the duties or responsibilities necessarily related to the license, opportunity, or job in question.
- (4) “License” means any certificate, license, permit or grant of permission required by the laws of this state, its political subdivisions or instrumentalities as a condition for the lawful practice of any occupation, employment, trade, vocation, business, or profession. Provided, however, that “license” shall not, for the purposes of this article, include any license or permit to own, possess, carry, or fire any explosive, pistol, handgun, rifle, shotgun, or other firearm.
- (5) “Employment” means any occupation, vocation or employment, or any form of vocational or educational training. Provided, however, that “employment” shall not, for the purposes of this article, include membership in any law enforcement agency.

§ 751. Applicability. The provisions of this article shall apply to any application by any person for a license or employment at any public or private employer, who has previously been convicted of one or more criminal offenses in this state or in any other jurisdiction, and to any license or employment held by any person whose conviction of one or more criminal offenses in this state or in any other jurisdiction preceded such employment or granting of a license, except where a mandatory forfeiture, disability or bar to employment is imposed by law, and has not been removed by an executive pardon, certificate of relief from disabilities or certificate of good conduct. Nothing in this article shall be construed to affect any right an employer may have with respect to an intentional misrepresentation in connection with an application for employment made by a prospective employee or previously made by a current employee.

§ 752. Unfair discrimination against persons previously convicted of one or more criminal offenses prohibited.

No application for any license or employment, and no employment or license held by an individual, to which the provisions of this article are applicable, shall be denied or acted upon adversely by reason of the individual’s having been previously convicted of one or more criminal offenses, or by reason of a finding of lack of “good moral character” when such finding is based upon the fact that the individual has previously been convicted of one or more criminal offenses, unless:

- (1) there is a direct relationship between one or more of the previous criminal offenses and the specific license or employment sought or held by the individual; or

- (2) the issuance or continuation of the license or the granting or continuation of the employment would involve an unreasonable risk to property or to the safety or welfare of specific individuals or the general public.

§ 753. Factors to be considered concerning a previous criminal conviction; presumption.

1. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall consider the following factors:
 - (a) The public policy of this state, as expressed in this act, to encourage the licensure and employment of persons previously convicted of one or more criminal offenses.
 - (b) The specific duties and responsibilities necessarily related to the license or employment sought or held by the person.
 - (c) The bearing, if any, the criminal offense or offenses for which the person was previously convicted will have on his fitness or ability to perform one or more such duties or responsibilities.
 - (d) The time which has elapsed since the occurrence of the criminal offense or offenses.
 - (e) The age of the person at the time of occurrence of the criminal offense or offenses.
 - (f) The seriousness of the offense or offenses.
 - (g) Any information produced by the person, or produced on his behalf, in regard to his rehabilitation and good conduct.
 - (h) The legitimate interest of the public agency or private employer in protecting property, and the safety and welfare of specific individuals or the general public.
2. In making a determination pursuant to section seven hundred fifty-two of this chapter, the public agency or private employer shall also give consideration to a certificate of relief from disabilities or a certificate of good conduct issued to the applicant, which certificate shall create a presumption of rehabilitation in regard to the offense or offenses specified therein.

§ 754. Written statement upon denial of license or employment. At the request of any person previously convicted of one or more criminal offenses who has been denied a license or employment, a public agency or private employer shall provide, within thirty days of a request, a written statement setting forth the reasons for such denial.

§ 755. Enforcement.

1. In relation to actions by public agencies, the provisions of this article shall be enforceable by a proceeding brought pursuant to article seventy-eight of the civil practice law and rules.
2. In relation to actions by private employers, the provisions of this article shall be enforceable by the division of human rights pursuant to the powers and procedures set forth in article fifteen of the executive law, and, concurrently, by the New York city commission on human rights.



IUPUC

EMERGENCY CONTACT INFORMATION

Employee Name: _____ Date: _____

Personal Phone #: _____ University ID: _____

Please Note: By default, the first contact listed will be noted as your primary emergency contact.

NAME

RELATIONSHIP

TEL#/HOME

TEL#/WORK

1. _____

2. _____

3. _____

Employee Signature _____ Date _____

Per the attached policy, employees are able to update Emergency Contact information at any time via the **Employee Center on One.IU** under Personal Details.



INDIANA UNIVERSITY

Authorization Form for Motor Vehicle Records Check

The purpose of this form is to obtain your authorization to conduct a Motor Vehicle Records (MVR) check for the university's use in determining if you will receive or maintain authorization to drive on university business. Only information related to driver's license will be obtained for students, current employees and applicants offered employment.

As a condition for driving any vehicle on university business, using your personal vehicle *or* a university vehicle, drivers must give Indiana University authorization to conduct an MVR check and provide all necessary information for the check. Driving on university business will be prohibited if authorization to conduct an MVR check is not given. An MVR check will be conducted annually unless the Office of Insurance, Loss Control & Claims (INLOCC) determines a more frequent check is necessary. You will be provided a copy of the MVR check, if requested, and will receive a copy if its contents will affect your authorization to drive on university business. Because a suspension of your authorization to drive may impact upon your employment, you and your department will be notified if your authorization to drive on university business is suspended or at risk of being suspended.

Any driver who continues to drive on university business after refusing to authorize a MVR check or after authorization to drive on university business has been suspended will be subject to the corrective action procedures contained in the university's staff, academic, or student policies, as applicable. Such drivers will be deemed to be acting outside the scope of their employment and will not be covered by The Trustees of Indiana University Defense and Indemnification Policies. In the event of a claim or suit arising while driving on university business under these circumstances, the driver will **not** be indemnified.

Drivers authorized to drive any vehicle on university business must report to INLOCC any accident occurring while driving a university vehicle, any license suspension, and any conviction for a moving violation whether the violation occurred on or off the job. Indiana University will conduct a Motor Vehicle Records (MVR) check if an individual meets any of the following situations:

1. Employees who drive or who are expected to drive on university business at any time whether using a university or a personal vehicle.
2. Individuals offered employment into a job for which authorization to drive on university business is a requirement of the job.
3. Any student who wishes to drive a university vehicle.
4. Anyone using a vehicle from the university Motor Pool or renting from an outside agency in the name of Indiana University.
5. Anyone who has had a vehicular accident while on university business or in a university vehicle.

If you are in one of these categories, complete and submit this form via fax (812-855-9320), Email (inlocc@iu.edu), mail or walk-in to the **Office of Insurance, Loss Control & Claims**, Smith Research Center 110 | 2805 E. 10th St., Bloomington 47408. This form will need to be completed again **only** if the state issuing the driver's license or your name changes.

(Please type or print as shown on your driver's license. All fields are required unless otherwise indicated.)

Name: Last _____ First _____ Middle _____

(Required unless you are a student) Employee ID _____

Your Employee ID is at the top of your electronic pay voucher.

Date of Birth _____

Email address or user ID _____ (if you know it)

Everyone employee has a user ID. For those who use email it's the part before the @ sign in your email address.

Home Address: Street _____ City/State _____ Zip _____

Employees: Department Code or Name _____ (The code is like BL-APDC)

For volunteers: department information of the unit controlling the volunteer.

Failure to provide all the information above may result in delays or prevent processing your authorization.

In addition to the information above, you must provide your driver's license number and the state of issuance.

If you do not have an Indiana driver's license you must also provide your social security number.

Licenses from other states must be checked through an approved provider and they (and many other states) require the SSN. If for any reason we are unable to locate your Indiana driver's license through normal channels it may be necessary to obtain your SSN and this can result in delays in processing your authorization.

Do not email, fax or mail your driver's license or social security number.

To provide this information the driver must either appear in person at the **Office of Insurance, Loss Control & Claims**, Smith Research Center 110 | 2805 E. 10th St., Bloomington 47408 or call 812-855-9758. Please state your name and that you are calling concerning MVR driver's license submission. The hours for the INLOCC are 8:00 am – 12:00 pm and 1:00 pm – 5:00 pm., Monday – Friday. Do not call after hours and do not leave voice mail message.

When emailing or faxing the submittal form please allow 2 hours before calling. When mailing the submittal form, please allow 3 days before calling.

I authorize The Trustees of Indiana University to obtain driver's license information from any state or jurisdiction that I have been licensed to drive motor vehicles and to share this information with the appropriate university officials.

Signature _____ Date _____

Check whether the driver is a: Employee____ Student____ Applicant____ Volunteer____

If using FAX, FAX only this page.



IUPUC

FULFILLING *the* PROMISE
Office of Human Resources

Preface to Online Human Resources Policies

Human Resources policies establish a framework based on relevant federal and Indiana laws as well as the University's appreciation for and expectation of its employees. The policies range from employee conduct and benefits to departmental and management practices. The policies set standards that guide how we should conduct ourselves as Staff and Part-Time Employees and members of the broader Indiana University community. This includes how we perform our jobs, make decisions, interact with one another and manage the HR business operations of the University.

The policies help ensure fairness, consistency, and specificity so that all employees are supported in their important roles of helping the University fulfill its mission. These policies do not change the authority or intent of policies approved by the Board of Trustees of Indiana University -- a complete set of which is available for review at the office of the Board of Trustees. When an employee's permanent place of work is outside the state of Indiana, that state's laws may need to be considered when applying these policies.

The language used in the policies should not be construed as creating a contract of employment between Indiana University and any employee. At any time -- for reasons such as a change in the law or the addition of a new or modifications to existing programs -- the university reserves the right to modify, change, suspend, or cancel all or any part of policies, procedures, and programs. When the university develops or modifies new policies, it will notify members of the university community as soon as possible -- this includes meeting with the leadership of union groups, upon request, to review and discuss.

Campuses or departments may have additional guidelines and operational procedures designed to assist in the day-to-day management of the campus or a department. In case of conflict between such operating procedures and the University policies, the University's policies shall govern. Such conflicts shall be subject to all stages of the grievance procedure. When a campus or department issues a new or a change to existing procedures, the relevant employee groups will be notified; when such changes affect employees represented by AFSCME Service, AFSCME Police, or CWA, the campus or department will meet with the local union leadership, prior to implementation, to explain the procedures and to attempt to resolve any questions or concerns.

All employees are responsible for being familiar with and adhering to **University Human Resource Policies** which help protect the well-being of the broader university community and help make this a great place to work. In addition, all employees are expected to be familiar with the **Principles of Ethical Conduct**, a high-level statement of values and expectations for all members of the Indiana University community. For more information about rights and responsibilities of employees and applicable regulations, e.g., Title IX and Equal Opportunity, please visit the **Rights & Responsibilities webpage**.



IUPUC

FULFILLING *the* PROMISE

ACCEPTANCE:

I accept and acknowledge the terms and conditions of employment. I hereby acknowledge receipt of and compliance with the University Human Resources Policies and Procedures.

Date

Signature

Print name



IUPUC

FULFILLING *the* PROMISE
Office of Human Resources

First Name: _____ Last Name: _____

I hereby acknowledge receipt of and compliance with the University Guidance Document for *Volunteer Coaches at Regional Campuses* (Last Revised 4/19).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Programs Involving Children* (PS-01).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Student Rights Under FERPA and Release of Student Information* (USSS-05).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Eligibility to Use Information Technology Resources* (IT-03).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Signature Authority and Delegation* (FIN-TRE-100).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Discrimination, Harassment, and Sexual Misconduct* (UA-03).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Contact with State Officials, Federal Officials, and Political Campaigns, and Other Political Activities* (GR-01).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Driving Privileges* (FIN-INS-02).

Initial: _____ Date: _____

I hereby acknowledge receipt of and compliance with the University policy of *Possession of Firearms and Weapons* (PS-03).

Initial: _____ Date: _____

Signature: _____

Print: _____