

BENNINGTON COLLEGE

New Hire Orientation Acknowledgement

The following information is reviewed during your [New Hire Orientation](#). It is expected that you will review this material and retain the information for future use. We hope that this information will answer most, if not all, of your questions. If not, feel free to discuss any questions you might have with either your direct supervisor or with a member of the Human Resources staff.

- Overview of orientation
- Map of the College
 - Campus Tour
- Staff Identification Badge
- Emergency Contact Information
- Position Classification
 - Type of employment relationship (at will)
 - Union (as applicable):
 - Collective Bargaining Agreement
 - Union Membership
 - Membership Enrollment Forms
- Payroll Procedures/Timecards
- Position Description
- Campus Safety Overview
- Probation Period
- Driving Policy (as applicable)
- FERPA
- FMLA Rights and Responsibilities
- Communications Overview
 - Use of Communications
 - Directory
 - Webmail (*if applicable*)
 - Bennington Bulletin
- Staff Handbook/Policies and Procedures
 - Nondiscrimination Policy
 - Policy and Procedures Governing Sexual Harassment and Sexual Misconduct
 - Drug-Free Workplace Policy
 - Smoking Policy
 - Workers' Compensation Procedures
 - Weapons Policy
 - Financial Whistleblower Policy and Procedures
 - Pet Policy and Service Animals on Campus
- Holiday Schedule
- Use of Campus Facilities
 - Dining Services
 - Meyer Recreation Barn
 - Miscellaneous Recreational Facilities/Equipment Usage
 - Recreation and Discount Information

I acknowledge that I have received the above-mentioned information during New Hire Orientation at Bennington College and that I am responsible for understanding and adhering to the content of the information as well as the general policies of Bennington College.

Employee Signature

Employee Name [please print]

Date

FOR HR ONLY:

Orientation conducted by: _____

Human Resources Representative

Date