

My electronic signature below indicates that:

I have read and understand all JOC Policies located on the CCTI website.

I understand my responsibility to regularly access the w-drive and familiarize myself with its contents as updates/additions will be added as needed.

I have read and understand the Faculty Handbook (located on the w-drive).

I have read and understand the Acceptable Use of Computer Networks/Digital Technology/Internet and Internet Safety Policy (located on the w-drive by the following path: Faculty Staff Handbook ~ 2025-26 ~ Section 1 General Information ~ 15. Key JOC Policies ~ 15 i. Acceptable Use Policy #815).

I have read and understand the Family Medical Leave Policy and provided information (located on the w-drive by the following path: Faculty Staff Handbook ~ 2025-26 ~ Section 1 General Information ~ 15. Key JOC Policies ~ 15i. Family & Medical Leaves Policy #435 & 15 i1. FMLA).

name

date

*Note: This acknowledgement will be placed in the user's permanent file.*