

**You are required to read and review the items indicated below.** Once you have read these items, please check the appropriate boxes, complete the bottom portion, sign, and submit this form to the Human Resources department to be included in your personnel file.

## **Part-time Employees**

### **Part Time Enrollment in Alternative to Social Security Plan Memo and Brochure**

Miami Dade College has adopted the Alternative to Social Security Plan, permissible for public employers under Internal Revenue Code 3121. You will be automatically enrolled in TIAA-CREF 403 (b) Tax Sheltered Retirement Plan. Contributions to Social Security will not occur; however, you will be required to pay the medical tax of 1.45%. Details at <http://www.mdc.edu/hr/OnlineForms/Benefits/ALTSS.pdf>.

### **Part Time Employee Performance Standards**

To provide standards of conduct/work rules for part-time employees  
[http://www.mdc.edu/hr/OnlineForms/Part-Time\\_Employees\\_Conduct.pdf](http://www.mdc.edu/hr/OnlineForms/Part-Time_Employees_Conduct.pdf)

## **Part-Time and Full-time Employees**

### **College Policy and Procedure Prohibiting Discrimination**

It is the policy of Miami Dade College that all employees have a right to work in an environment free from all forms of harassment or other discriminatory practices based on gender, race, color, marital status, age, religion, national origin or disability. The College does not condone and will not tolerate behavior which violates civil rights, including acts of sexual harassment. Details at [http://www.mdc.edu/hr/EmployeeRelations/Sexual\\_Harassment.pdf](http://www.mdc.edu/hr/EmployeeRelations/Sexual_Harassment.pdf) [Policy I-21](#) [Procedure 1665](#)

### **Drug-Free Workplace Brochure**

College Employees are prohibited from engaging in the unlawful manufacture, distribution, dispensing, possession or use of controlled substances in the workplace. Employees violating the College Drug Free Workplace policy are subject to summary dismissal. Details at <http://www.mdc.edu/hr/OnlineForms/DrugFreeCampusProgram.pdf>

### **Employee Handbook**

The Employee Handbook contains only general guidelines and information. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. Some of the subjects described in this handbook are covered in detail in official [policy](#) and [procedure](#) documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. If you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to [AskHR](#).

View the handbook at <http://www.mdc.edu/hr/EmployeeHandbook/Default.asp>

### **Guidelines for Use of Miami Dade College Computing**

To provide guidelines for College students, faculty, staff, retirees, alumni and guests who have been authorized to use (collectively, this group shall be referred to as "Users") components of Miami Dade College's "Computing Resources".  
<http://www.mdc.edu/procedures/Chapter7/7900.pdf>

### **MDC Crime Statistics**

In accordance with the provisions of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the College provide an annual report on crime statistics.  
Details at <http://www.mdc.edu/safety/crimestats.htm>

## **Full-time Employees**

### **Full-Time Employee Performance Standards**

To provide college-wide performance standards for all professional exempt contractual (PEC), professional exempt non-contractual (PENC) and support non-exempt (SNE) employees as well as an appeals process to address employee concerns relative to acts, omissions, regulations, or procedural matters, other than contractual matters or state-mandated regulations. <http://www.mdc.edu/procedures/Chapter2/2410.pdf>

**By my signature affixed below, I acknowledge receiving and will abide by the policies, procedures, and/or guidelines listed above regarding employment practices at Miami Dade College.**

Employee Name:

Employee Signature: \_\_\_\_\_

SSN:

Date:

