

MEMO TO: All New Gannon University Colleagues
FROM: Robin Williams, Executive Director, Human Resources
SUBJECT: Employment and Benefits Policies

APPLICABLE TO ALL COLLEAGUES - I have received a copy of the materials listed below - or materials that provide URL link/s for website access to the information listed below:

- [Affirmative Action Policy Statement](#)
- [Alcohol & Drug Policies](#) - online
- [Driving Policy](#), if applicable
- [Institutional Policy Manual](#) (URL link): General Institution Polices (Volume II); Institution-Wide Employment Policies (Volume III); Faculty Handbook (Volume IV); and Personnel Policies for Administrators and Staff (Volume V)
- [Sexual Harassment Policy](#)
- [Strategic Plan](#) - online
- [Three-Year Crime Statistics Report](#).
- [Annual Security Report](#) - online

APPLICABLE TO FULL-TIME COLLEAGUES - I have received a copy of the materials listed below - or materials that provide URL link/s for website access to the information listed below:

- [Health Insurance/Vision Benefits](#)
- [Dental Plan](#) and [Dental Plan Providers](#)
- [Gannon University Retirement Plan](#): enrollment kit (if applicable), Compensation Reduction Agreement.

By checking the boxes above and by my signature below I acknowledge that I have received the information regarding employment and benefits policies as listed.

Signature

Witness

Print

Date

Date