MEMO TO:   All New Gannon University Colleagues
FROM:      Bob Cline, Director of 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 (URL link)
☐ Alcohol & Drug Policies (copy)
☐ Driving Policy (URL Link)
☐ 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)
☐ Notification of Availability of Medical Insurance Exchange (URL link)
☐ Sexual Harassment Policy (URL link)
☐ Strategic Plan (URL link)
☐ Tax Deferred Annuity (TDA) Plan: Retirement Summary Plan Description, Enrollment Form and Fee Disclosure Statement (URL Link)
☐ Three-Year Crime Statistics Report (URL link)

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 (URL link)
☐ Dental Plan and Dental Plan Providers (URL links)
☐ Defined Contribution (DC) Plan: Retirement Summary Plan Description, Enrollment Form and Fee Disclosure Statement (URL link)

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