

# Acknowledgement Forms

Employee Name: \_\_\_\_\_ Employee ID: \_\_\_\_\_

By signing below, you are acknowledging that you have received and reviewed the Lee College information on:

- ✓ [Affordable Care Act Notification](#)
- ✓ [Annual Alcohol and Drug-Free Workplace Notice](#)
- ✓ [Emergency Notifications](#) — Lee College communicates important information during an emergency situation via our campus-wide emergency alert system. Select **Sign Up** to create an account and begin receiving notifications.
- ✓ [Employee Handbook](#)
- ✓ [Employee-Self Service](#) — After you receive network access, you will be able to log in to myLC Campus and **add/update emergency contacts.**
- ✓ [E-Verify Participation Notice](#) and [Right to Work Notice](#)
- ✓ [HIPPA Short Form](#)
- ✓ Mandatory Training — Federal and state laws mandate that new employees must complete training for preventing sexual harassment, discrimination, and sexual violence. You will be sent an email from SafeColleges with instructions on how to complete your training. Once you receive this email, you will have 30 days to complete the training. **If you do not receive the email from Safe Colleges within 7-10 working days from you first day of work, contact the HR Office at 281.425.6875 or [hr@lee.edu](mailto:hr@lee.edu).**
- ✓ [Payroll Schedule](#) — Part-time employees are paid based on the dates of the payroll schedule. Full-time employees are paid every 15<sup>th</sup> and last day of the month.
- ✓ [Wellness Center Flyer](#)
- ✓ [Worker's Compensation — Notice of Injured Employee Right & Responsibilities \(English/Español\)](#)

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

Date: \_\_\_\_\_