



## Annual Training Verification Signature Page FY2022

All North River Collaborative (NRC) employees are expected to be knowledgeable about the policies and procedures adopted by the North River Collaborative Board of Directors. Each employee must undergo a training on the policies listed below when hired and annually (normally at the Annual Staff Orientation). In addition, employees must verify that they have received (or have access to) various policies, procedures, and handbooks.

1. Non-Discrimination and Harassment Policy and Complaint Procedure
2. Sex Discrimination and Harassment Policies and Procedures
3. Anti-Bullying and Cyberbullying Prevention Policy
4. Mandated Reporting (51A)
5. Physical Restraint
6. Student Records and Confidentiality
7. Social Networking
8. Universal Precautions for School Settings
9. Reporting Changes of Status
10. Employee Conduct
11. Organizational Chart & Problem Resolution
12. NRC Handbook of Personnel Policies and Procedures
13. NRC Transportation Policies and Procedures Handbook
14. Conflict of Interest Law for Municipal Employees
15. Technology Acceptable Use Policy

### NRC Personnel Policies and Procedures

By signing below, I acknowledge completing the training by watching the Annual Staff Training Video sent to me in an e-mail with the directions on how to complete the training. I understand that I should direct any questions that I may have about NRC policies and procedures to my supervisor. I understand that the documents used for the training can be found on the North River Collaborative website under “Staff Resources” and “Mandatory Training – NRC Staff.” The document that goes along with the video is titled “Mandatory Training Documents.”

In addition, I acknowledge that I have access to the NRC Handbook of Personnel Policies and Procedures and the NRC Transportation Policies and Procedures Handbook located on the Staff Resources Webpage of the NRC Website under “Staff Resources.” I also understand that other handbooks and procedures specific to individual NRC programs are located on the Staff Resources Webpage and any that are not will be provided to me if requested in writing.

First and Last Name (print)	
NRC Program Name	
Position	
Date Completed	
First and Last Name ( <i>signature</i> )	