

Title : Documentation Requirements

Number :

4020.05

Approved :

09/16/15

Reference :

Prior to receiving remuneration for services rendered, the College President or personnel designated by the College President will insure that all Faculty and Executive/Administrative/Management Staff have the following on file at the College:

- A. Conflict of Interest, Confidentiality and Ethics Form
- B. Official transcripts of all post-secondary education
- C. Oath or Affirmation of Allegiance
- D. Application for Employment (Full-time employees only)
- E. Appropriate payroll forms
- F. Written contract signed by the employee and the appropriate authorized College officer

Prior to receiving remuneration for services rendered, the College President or personnel designated by the College President will insure that all Professional and Operational Support Staff have the following on file:

- A. Oath or Affirmation of Allegiance
- B. Application for Employment (Full-time employees only)
- C. Appropriate payroll forms
- D. Written contract signed by the employee and the appropriate authorized College officer
- E. Conflict of Interest, Confidentiality and Ethics Form

