



**Receipt and Acknowledgement
of Solano Community College
Student Worker Hiring Documents & Information**

The following list of documents may be found on the Solano Community College Human Resources webpage or they were provided to you in a packet:

- New Student Worker Memo
- Data Access Release Chart
- Student Worker Salary Schedule
- Division of Labor Standards Enforcement - Paid Sick Leave
- How to View Your Sick Leave in My Solano
- Online Training Memo for New Student Workers
- Board Policy - Sexual Harassment
- Board Policy - Smoking on Campus
- Board Policy - Computer and Network Use
- Board Policy - Drug Free Workplace
- Board Policy - Discrimination
- Campus Map

As a new student worker, it is your responsibility to review this information and ask any questions you may have regarding your this information and/or employment as a student worker.

Please read the following statement and sign below to indicate your acknowledgement of the information provided to you:

1. *I received directions to access the information above on the Solano website.*
2. *I understand that I should contact my supervisor or Human Resources if I have any questions regarding this information.*
3. *I understand that my signature below indicates that I have read and understand the information provided in the documents listed above.*

Signature

Date

The signed original copy of this agreement will be filed in your personnel file.