

## DEL MAR COLLEGE At-Will Employee Notification Form

I, \_\_\_\_\_, acknowledge by my signature below that I have been informed that I am an At-Will employee of the College.

**Board Policy B5.10.5 At-Will Employment:** An employee who is employed on an at-will basis shall be employed for an unspecified length of time; shall serve solely at the will of the District; and shall have no right, expectancy, claim, or entitlement to continued employment by the District. The employee's employment may be terminated at any time upon one (1) day's notice to the employee by the immediate supervisor. Adjunct faculty, regular, unclassified personnel, hourly personnel, and occasional part-time personnel are customarily employed on an at-will basis.

Employment is subject to all state and federal laws, the rules, regulations and directives of the Commissioner of Higher Education, and Board Policy and Administrative Policy of the district, all as they presently exist and as they may be modified or amended from time to time hereafter. (PER067 90-1)

### Employee/Grant Recipient -- Drugs and Alcohol Policy Acknowledgment

I, \_\_\_\_\_, am employed with the \_\_\_\_\_ Department.

By accessing the following link, <http://www.delmar.edu/policymanual/pmcurrent/ch5/ch5.html#B540>, I hereby acknowledge that I have read the Del Mar College's Policy on Drugs and Alcohol. (PER051 08-1)

### ALL DEL MAR COLLEGE EMPLOYEES MUST COMPLETE THE FOLLOWING ONLINE TRAININGS:

- I. [Preventing Sexual Harassment Training](#)
- II. [Preventing Employment Discrimination Training](#)

**A unique, personal link to access these two courses will be emailed to you from Workplace Answers (training@workplaceanswers.com).**

At the end of each training session, you will be required to take an online test.

If you successfully complete the test, you are then required to print the Certificate of Completion. Submit a signed copy of each certificate to your hiring department.

If you do not successfully complete the test, you will not be allowed to print the Certificate of Completion until you have made a satisfactory grade.

**You are required to complete the online trainings within two weeks of employment. FAILURE TO SUBMIT THESE CERTIFICATES MAY RESULT IN PLACING A HOLD ON YOUR PAY.**

*I certify that I have read the above and will provide the required Certificates of Completion before beginning employment.*

\_\_\_\_\_  
Signature – Datatel ID

\_\_\_\_\_  
Date