

## **Adherence to Policies and Procedures**

Clerc Center employees are expected to adhere to all policies and procedures as detailed throughout the online Clerc Center Online Management System (OMS) and the Gallaudet University Administration and Operations (A&O) manual. These policies and procedures are intended to guide employees in their work and interaction with minor children and other employees from the Clerc Center and Gallaudet University.

Employees have access to the policies and procedures by clicking on the Clerc Center>Policies and Procedures tab on the OMS at: <https://secure4.gallaudet.edu/oms/>

All employees should read and regularly review both manuals to remain abreast of updates and changes. Of particular note are the following:

- Code of Conduct with Clerc Center Students (A&O, 1.13)
- Family Educational Rights and Privacy Act and Student Record Procedures
- Grievance Procedures for Complaints of Discrimination and/or Harassment
- Nondiscrimination/EEO Policy (A&O, 3.01)
- Protection Against Harassment (A&O, 1.17)
- Reporting Procedures for Child Abuse or Neglect
- Identification Badge and Building Access

If an employee has questions concerning the content of any of these policies or procedures, they should contact their supervisor. In order to ensure that everyone understands their responsibility regarding Clerc Center and Gallaudet University policies and procedures, all employees are required to sign this adherence statement annually and return it to their senior administrator.

By signing this document, I acknowledge my responsibility to review and adhere to all Clerc Center and Gallaudet University policies and procedures.

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Signature

Print full name clearly

Date