Onboarding Discussion and Acknowledgement Worksheet

Building a Safe Penn State: Reporting Child Abuse

All new Penn State employees are required to complete this online Reporting Child Abuse training. Those who are working with minors, known as PA Mandated Reporters, must take the training prior to working with children and annually thereafter. Those who do not work with minors must take the training within the first 30 days of employment.

Title IX/Sexual Misconduct Training

All new Penn State employees are required to complete this online training. This training module has been designed to ensure that all Penn State employees, graduate assistants, and those with graduate fellowships understand the applicable laws and University policies related to issues of sexual and/or gender-based harassment and misconduct, are cognizant of their responsibilities to report such incidents to the University’s Title IX Coordinator, and are aware of how to make a report, if the need should arise.

Clery Security Crime Statistics Notice

This notice makes new hires aware that the University’s annual security and safety compliance document is available, it explains how to locate the report and outlines the contents of the document.

Responsibility to self disclose criminal convictions (from HR99)

Employees must self-disclose any arrests (being charge with a misdemeanor or felony) and convictions within seventy-two (72) hours after an arrest or conviction.

Sexual Harassment brochure

This brochure from Penn State’s Affirmative Action Office discusses sexual harassment including defining the behavior, prevention, actions to stop the behavior and resources.

Ethics and Compliance Hotline

Employees can report issues and/or ask questions via phone or on-line about workplace issues including financial matters and other misconduct or violations of University policy.

Employee Rights and Responsibilities Under the Family Medical Leave Act

This U.S. Department of Labor posting explains employee rights and responsibilities under the Family and Medical Leave Act.
New Hire Safety Information

This is a summary of important safety information from Environmental Health and Safety. It outlines how to handle safety concerns, where to find safety policies, evacuation guidelines, and other important information pertaining to your safety as an employee.

Diversity Message

Penn State’s Office of the Vice Provost for Educational Equity offers information regarding fostering diversity and inclusion on their website including interest groups, resources, calendars, strategic planning, and policy information.

Rights and responsibilities as a qualified individual with a disability

This brochure outlines the rights and responsibilities of employees with disabilities and describes the resources offered to these individuals by the University.

GURU – University Policy Manual

This resource contains the policies and guidelines that make up the “University Policy Manual”.

For Benefits Eligible Employees

This is a summary of employee benefits that includes medical coverage, prescription drug coverage, dental coverage, long-term disability, retirement and more.

Health Advocate Brochure

This brochure outlines the benefits provided by Health Advocate; a service provided to benefits eligible employees at no cost to you. The plan features two programs: healthcare help and employee assistance program & work/life.

Dependent Verification Program

This notice explains that all employees who are covering dependents on medical, dental, vision and/or tuition discount benefit plans are required to provide proof of eligibility for all enrolled dependents.

I acknowledge that a Penn State Representative went through the above list of information to be discussed and acknowledged and I have a general understanding of the items listed. I understand that it is my responsibility to familiarize myself with the details of each of the items on above list via the OHR website at ohr.psu.edu/new-hire-resources/. I also understand that it is my responsibility to make the Penn State Representative aware if I do not have the means to access this information electronically, so I can be given electronic access or a hardcopy of the materials.