



## ● Policies & Procedures

### Drug Free Policy

This is to certify that I have received a copy of and read the State Board of Technical & Adult Education Policy, 03-01-07. As a condition of employment, I will abide by the terms of this policy and shall notify the Georgia Department of Technical & Adult Education of any criminal drug statute conviction for a violation no later than five (5) days after conviction.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Athens Technical College Faculty Handbook

I understand that I can access the Athens Technical College Faculty Handbook by logging on to [www.athenstech.edu](http://www.athenstech.edu) and that it is my responsibility to review the information.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### D.T.A.E Policy & Procedure Manual

I understand that I can access the Department of Technical & Adult Education Policy Manual by logging on to [www.dtae.org](http://www.dtae.org) or by viewing the manual in the Athens Technical College Library.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Equity Notice

This is to certify that I have received a copy of the Equity Notice and as a condition of employment, I will abide.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Athens Technical College On-Line Orientation

This is to certify that I have completed the online orientation program available on the College's website.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date