

PLEASE COMPLETE THE FORM BELOW
ACKNOWLEDGING RECEIPT OF

**THE CITY COLLEGE OF SAN FRANCISCO
CLASSIFIED HANDBOOK**

ACKNOWLEDGMENT FORM

The San Francisco Community College District's Classified Employee Handbook is located on the Human Resources webpage:

<https://www.ccsf.edu/sites/default/files/2023/document/classified-handbook.pdf>

It is important that all Classified Employees read and familiarize themselves with the handbook.

The undersigned hereby acknowledges receiving the link and location for access of the Classified Employee Handbook, which contains pertinent information, policies, and procedures, including Workplace Violence Policy & Procedures, Policy and Procedures for Handling Complaints of Unlawful Discrimination under Title 5 Sections 59300 et seq., and Sexual Harassment Employee Information (Note: Additional Reference re San Francisco's Sexual Harassment Policy (Administrative Code Sec 16.9-25) can be found at <http://www.sfdhr.org/index.aspx?page=41>)

EMPLOYEE NAME: _____
(please print)

SIGNATURE: _____ DATE: _____

SFCCD REPRESENTATIVE _____ DATE: _____