

Part-Time Employee Forms Checklist for: _____
Print Employee Name

Employee Signature: _____

THIS FORM MUST BE COMPLETED BY THE DEPARTMENT REPRESENTATIVE.

I, _____ Sort Code: _____ Tel. #: _____
Print name of Department Representative completing this form

- have: (a) reviewed and determined to be complete; and
(b) attached the following documents to this checklist - in the order listed below; and
(c) taken the documents to Human Resources**

_____ Copy of Social Security Card (For Name Verification to enter into the Workday System)

_____ Original Official Educational Transcripts from all Institutions from which a Degree Was Received

_____ Exposure to Bloodborne Pathogens Determination Form

_____ Oath (for New Part-time LOA/LOB Employees)

_____ Student Verification for Student Workers (Class Schedule)

Policies and Processes to Review:

_____ ADA

_____ Workers' Compensation

_____ Acceptable Use of College Equipment and Property

_____ Workplace Safety



Exposure to Bloodborne Pathogens Determination Form

This form will be used to determine an employee's potential exposure to bloodborne pathogens during the performance of his/her job at CSN. Please complete and return to:

CSN Human Resources
6375 W. Charleston Blvd, W40E
Las Vegas, NV 89146
702-651-5800

ALL FIELDS MUST BE FILLED

Employee Name (PRINT CLEARLY) _____ Title _____

Employee Number _____

Department/Program _____ Campus _____ Mail Sort _____

Home Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Work Phone _____

1. **Do you come into contact with any of the following in the performance of your job at CSN?**
HUMAN BODY FLUIDS including blood, urine, excrement, vomit, semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids, unfixed tissue or organ [other than intact skin] from a human [living or dead]; HIV-containing cell or tissue cultures, organ cultures, HIV or HBV containing culture medium or other solutions; blood, organs, or other tissues from experimental animals infected with HIV or HBV.

(circle) YES NO

2. **Do you come into contact with needles, scalpels, or any other sharp devices CONTAMINATED WITH BODY FLUIDS during the performance of your job at CSN?**

(circle) YES NO

3. **Do you handle regulated waste or 'red bags' waste in the performance of your job at CSN?**
Liquid or semi-liquid blood or other potentially infectious materials; contaminated items that would release blood or other potentially infectious materials in a liquid or semi-liquid state if compressed; items that are caked with dried blood or other potentially infectious materials and are capable of releasing these materials during handling; contaminated sharps; and pathological and micro biological wastes containing blood or other potentially infectious materials.

(circle) YES NO

4. **Have you received the hepatitis B vaccination series of 3 injections?**

(circle) YES NO

IF YES, please provide the dates of each injection. Give specific dates.

Injection #1 _____

Injection #2 _____

Injection #3 _____

Employee Signature Date

THANK YOU. PLEASE RETURN TO CSN HUMAN RESOURCES (see above address)

NEVADA SYSTEM OF HIGHER EDUCATION
Employment Contract Attachment
(Must be filed with first contract)

I, _____, do solemnly swear (or affirm) that I will support, protect and defend the Constitution and Government of the United States, and the Constitution and Government of the State of Nevada, against all enemies, whether domestic or foreign, and that I will bear true faith, allegiance and loyalty to the same, any ordinance, resolution or law of any State notwithstanding, and that I will well and faithfully perform all the duties of the office of _____ on which I am about to enter; (if an oath) so help me God; (in an affirmation) under the pains and penalties of perjury.

Signature

State of _____

County of _____

Sworn and subscribed to and before me by _____ on this
Name of Person Taking Oath

_____ day of _____ ad, 20_____.

Notary Signature
(Original must be notarized.)



Administration

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Americans with Disabilities Act (ADA)

The College of Southern Nevada ("CSN") is committed to providing equal employment opportunity and equal access to all programs, services and activities to persons with disabilities. This includes rigorous compliance with the Americans with Disabilities Act (ADA).

The following information is designed to help job applicants, faculty, staff and volunteers understand how the ADA and reasonable accommodation help ensure equal access and opportunity on campus.

What is a disability? An individual is considered to have a disability if he/she:

- has a physical or mental impairment that substantially limits one or more major life activities; or
- has a record of such an impairment; or
- is regarded as having such an impairment

Who is a qualified individual? A qualified employment applicant or employee is someone who has the skills; experience, education and other qualifications required for the position and who, with or without reasonable accommodation, can perform the essential functions of the job.

An employee or applicant must meet the essential requirements of the job to be included in participation of programs and activities with or without:

- reasonable modification of rules, policies or practices; and/or
- removal of architectural, communication or transportation barriers; and/or
- provision of auxiliary aids or services; unless the changes would impose an undue burden or fundamentally alter the nature of service, program or activity.

Obtaining accommodation or access on campus

All of the offices and departments on campus are expected to provide access to their programs and services. Individuals may make requests for accommodations or assistance from any of these offices or departments. Additional assistance for access or compliance is available from four offices with special responsibilities on campus. Following is a brief description of the expertise and help each can offer.

Disability Resource Center

CSN makes every effort to make its campuses fully accessible to students with disabilities. The college's Disability Resource Center offers special accommodations to help students with documented disabilities with their academic and vocational pursuits. In addition, the DRC offers three full-time Disability Specialists to answer any questions or help solve any problems that may arise due to a documented disability. The office also offers adaptive equipment to those who qualify to ensure equal access to all CSN sponsored activities.

Environmental Health and Safety

It is the intention of Environmental Health & Safety that all employees, students, and visitors work and learn in an environment devoid of safety and health hazards. It is our goal to provide timely and relevant information including safety and environmental health training, to enable individuals to perform their work safely. Employees requiring special ergonomic and orthopedic work/safety equipment should work with their supervisor and in concert with Environmental Safety and Health. The contact is James Nelson at (702) 651-7445. These equipment needs are not generally considered part of the ADA accommodations process.

Equal Opportunity/Affirmative Action Office

This office examines complaints of discrimination based on immutable characteristics, one of which is disability. If you believe you have been discriminated against in the workplace or educational setting because of a disability, please contact the Affirmative Action Officer, Mr. Thomas Brown, at (702) 651-4547. Filing complaints with EEO/AAO does not preclude other remedies under other Civil Rights jurisdictions. The office is located at the Cheyenne Campus.

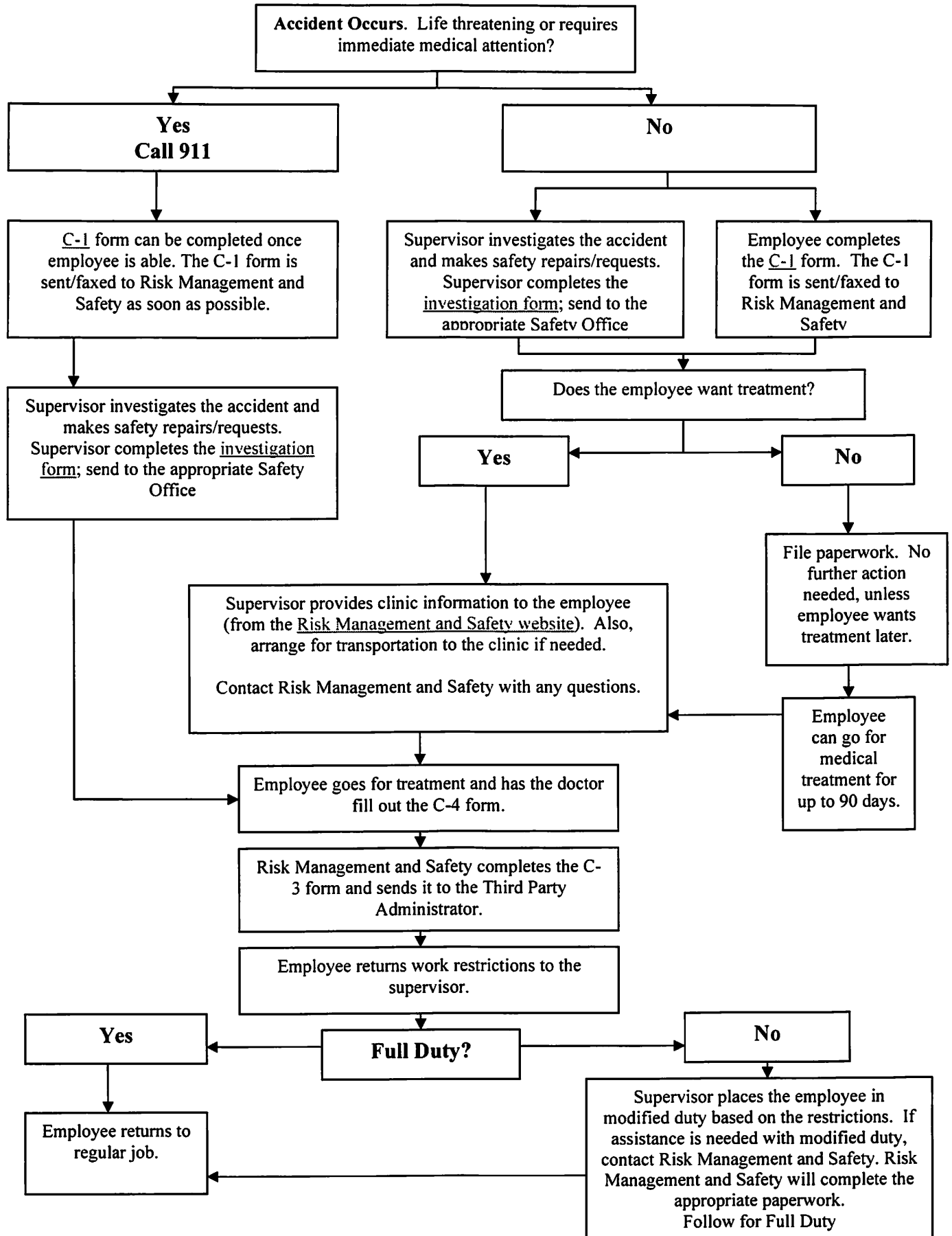
Human Resources Office

This office administers Title 1 of the ADA, which prohibits discrimination against an otherwise qualified individual with a disability with respect to all employment practices and activities. The office can provide assistance with applications for employment and reasonable accommodations. Call John Mueller, Executive Director of Human Resources at (702) 651-7543 for more information. The Human Resources Department is located on the fourth floor of Building E on the West Charleston Campus.

[Click to see the Reasonable Accommodations Procedures](#)

Injured? Workers' Compensation Flow Chart

Please contact Risk Management and Safety if assistance is needed, 895-5404 or 895-4226, rms.unlv.edu



CCSN Policy	Section: GEN	Number: 3
Title: USE OF COLLEGE EQUIPMENT AND PROPERTY POLICY		Policy Effective Date: <u>April 6, 2006</u>
<p>Approved:</p> <p><u>Richard Carpenter</u> <u>April 6, 2006</u> CCSN President Date</p>		
<p>Faculty Senate Recommendation Faculty Senate Recommendation Unnecessary</p>		
<p><u>Recommended</u> Not Recommended* (if not recommended, reasons are set forth in a separate attached memo)</p>		
<p><u>Darren Divine</u> <u>April 6, 2006</u> Faculty Senate Chair Date</p>		

CCSN Policy	Section:	Number:
Title: College Equipment and property; Use of		Policy Effective Date:
Approved:		
_____		_____
CCSN President	Date	
Faculty Senate Recommendation		Faculty Senate Recommendation Unnecessary
Recommended	Not Recommended*	(if not recommended, reasons are set forth in a separate attached memo)
_____		_____
Faculty Senate Chair	Date	
Contents: POLICY 1. POLICY PURPOSE AND BACKGROUND 2. POLICY STATEMENT 3. AUTHORITY AND CROSS REFERENCES 4. KNOWLEDGE OF THIS POLICY 5. DEFINITIONS 6. RESPONSIBILITIES 7. EXCEPTIONS 8. CONTACT INFORMATION 9. HISTORY		

1. POLICY PURPOSE AND BACKGROUND

To clarify the prohibition of personal use of CCSN equipment and property and prevent the appearance of impropriety.

As provided in NRS 281.481(7) and Board of Regents Policies, CCSN employees shall not use time, property, equipment, or other state facility to benefit their personal or financial interest. Those laws allow *limited* use for personal purposes if:

- the use does not interfere with the performance of an employee's duties,
- the cost and value related to the use is nominal, and
- Personal use shall not interfere with official institutional use.
- Personal use of CCSN time, property, equipment, or other facility *must be approved in advance by the employee's supervisor.*
- If the institution or unit incurs a cost because of a use that is authorized pursuant to this policy or would ordinarily charge a member of the public for the use, the employee shall promptly reimburse the cost or pay the charge.
- An employee who intentionally or negligently damages CCSN property, equipment, or other facility shall be held responsible for the resultant expense.

CCSN provides a wide variety of resources, including computers, networks, software, printers, office telephones, cellular phones, personal digital assistants (PDAs), pagers and office facilities, for use by faculty and staff. Property, facilities, assets, and other resources may only be acquired to support the mission of the CCSN, and are not intended to support more than minor incidental personal use. The CCSN recognizes that faculty and staff may occasionally need to use CCSN resources for personal purposes.

2. POLICY STATEMENT

Approval of Uses

Personal use of CCSN property is generally prohibited. At no time may CCSN property be removed from the campuses without *written approval* of a supervisor designated by a vice-president, after full disclosure of the circumstances necessitating the removal, subject to responsibility for loss or damage. Any personal use of equipment that is not incidental must be shown to be for the benefit of the student(s) or CCSN and be preapproved by a supervisor designated by a vice-president. The primary principles governing personal use of CCSN resources are that reasonable and incidental personal use is authorized only so long as:

Personal use of CCSN property is *limited*, on campus, and *does not* involve :

- a disruption of CCSN's operations;
- a compromise of NSHE and CCSN's tax status;
- a conflict of interest for the user;
- an appearance of impropriety;
- CCSN incurs no additional cost from that use other than the minimal cost incurred from ordinary wear and tear, and the use of minimal amounts of other resources (e.g., ink, toner, or paper);
- the use does not inappropriately interfere with or reduce the hours worked by the employee (e.g. excessive telephone usage for personal business);
- the use does not preclude others with work-related needs from using the resources;
- the use does not violate any applicable laws, regulations, or other NSHE or CCSN policies.

When CCSN incurs no additional costs or only nominal additional costs from personal use of a CCSN resource (e.g., local telephone calls; e-mail; Internet usage; cell phones and PDAs subject to fixed price charges; and fax machines, copiers, and printers), reasonable and incidental personal use of the resource is permissible, but supervisors and employees are responsible for keeping that personal use to a minimum.

When personal use of a CCSN resource would result in CCSN incurring noticeable incremental costs, full disclosure of the use must be made to a supervisor designated by a vice president and the supervisor must approve in writing before the use of CCSN property or equipment.

Permissible Uses of CCSN Property

Permissible college purposes include the following:

- an employee's performance of assigned duties at CCSN
- a faculty member's teaching, research or other assigned duties
- an employee's service to a nonprofit professional association or community organization where the individual is not receiving any remuneration
- other activities as approved in writing by the individual's department chair, dean, director, or designee, as appropriate

Impermissible Uses of CCSN Property

Examples of impermissible uses of CCSN resources include, but are not limited to:

- Any personal use that could reasonably be expected to cause congestion on, or disruption of, electronic communications resources;
- Use for private income-producing activities or for other commercial purposes (e.g., consulting services, or sales of goods or services);
- Frequent use of CCSN systems and services for personal purchases;
- Uses that are unlawful, such as improperly copying licensed or copyrighted software materials, or using any resources acquired for a research project for personal purposes;
- Copying or exporting CCSN data not related to an employee's assigned duties or responsibilities to computers that are not owned and operated by CCSN without the permission of a supervisor designated by a vice-president;
- Loaning or borrowing CCSN supplies, tools and equipment to perform personal tasks at home or at work;
- Uses that divert technology resources from their intended purposes;
- Ordering personal supplies from NSHE or CCSN vendors for delivery at CCSN work site;
- Removing surplus waste or discarded CCSN supplies from CCSN property, i.e., dumpsters, trash receptacles, etc.;
- Uses that do not respect the privacy and personal rights of others;
- Uses that violate other CCSN policies or guidelines;
- Any action in which CCSN property, equipment, supplies or facilities are not used for the purpose intended, or the benefit of students, is considered inappropriate, with the exceptions of approved usage in section 2, and disciplinary action may be initiated when any infraction is disclosed.

Exceptions to these uses may only be made by a vice-president, in writing, after full disclosure of all of the facts and circumstances and a determination that the use is in the best interests of the student(s) or CCSN.

Employees and supervisors are responsible for keeping incidental personal use of CCSN resources to a minimum. Supervisors are expected to monitor periodically for abuses, and violations may result in disciplinary action.

Officers, faculty, staff, and other employees acting on the institution's behalf have an obligation to report actual or potential violations of this policy.

3. AUTHORITY AND CROSS REFERENCES

The basis for this policy is provided in the following:

- Nevada Constitution Article 11 sections 4, 6, 7, 8, and 9.
- Nevada Revised Statutes sections 396.110; 396.230; 396.240; 281.481
- Board of Regents Handbook Title 4 Chapter 1 section 25
- CCSN Policy GEN 1

4. KNOWLEDGE OF THIS POLICY

All CCSN personnel

Employees shall endeavor to avoid any actions creating the *appearance* that they are violating the law, regulations, policy or ethical standards. Whether particular circumstances create an appearance that the law or these standards have been violated shall be determined from the perspective of a reasonable person with knowledge of the relevant facts.

For instance, an individual who observes a government vehicle at a private storage facility may assume the driver is using a government vehicle for personal use. However, a person with knowledge of the facts or circumstances may know that the driver is picking up government property stored at the warehouse.

5. RESPONSIBILITIES

The President:

- Final approval authority
- Implementation

Vice Presidents (List applicable VPs):

- Approval or disapproval of equipment use
- Delegation of authority for Approval or disapproval of equipment use

CCSN Faculty Senate:

- Recommendation of policy implementation

CCSN Administrative Code Officer:

- Coordination, creation, review, recommendation, dissemination, and maintenance
- Technical changes (nomenclature and verbiage)

Standing Committees:

- N/A

Coordinator:

- N/A

Subject Matter Expert:

- N/A

6. EXCEPTIONS

The President has the discretion to suspend or rescind all or any part of this policy or related procedure(s) when advised by competent legal authority that this policy or related procedure(s) is wholly or in part in conflict with laws or procedures of a superior governing body. The President shall notify the appropriate CCSN personnel of the suspension or rescission and cause any necessary changes to be made to this policy.

7. CONTACT INFORMATION

Direct questions about this policy to the following offices:

Subject	Contact
CCSN Policy Questions	CCSN Code Office , Vice-President, or Faculty Senate Chair
Approval/Disapproval of Use	Vice-President or designee

8. HISTORY

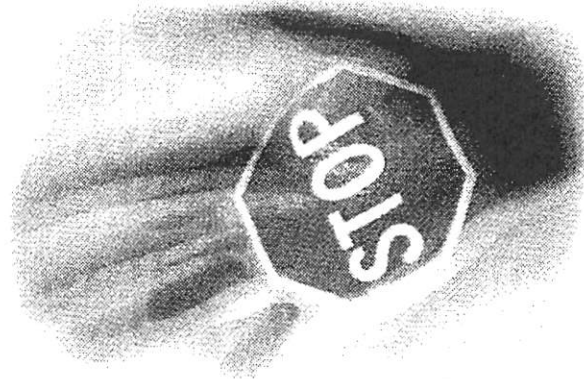
This policy supersedes all previous policies on this issue.

00/00/00 - Approved

Policy Last Updated: 00/00/00

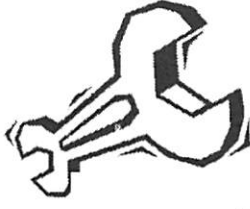
NEVADA WORKPLACE SAFETY

Stop and Learn Your Rights and Responsibilities



The Division of Industrial Relations of the Nevada Department of Business & Industry helps employers provide a safe and healthful workplace. This document explains the rights and responsibilities of both employers and employees in creating a safe working environment.

EMPLOYEE RIGHTS AND RESPONSIBILITIES



If you see something that's unsafe, report it to your supervisor. That's part of your job. Give your employer a chance to fix the problem. **If you think the unsafe condition still exists, it is your right to file a complaint** with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations. The Division will not give your name to your employer.

There are laws that **protect you** if you are punished for filing a safety and health complaint. If you feel you have been treated unfairly for making a safety and health complaint, you have 30 days from the date of the punishment to file a discrimination complaint with the Occupational Safety and Health Enforcement Section of the Division of Industrial Relations.

Most on-the-job injuries are covered by Workers' Compensation Insurance - from cuts and bruises to serious accidents. Coverage begins the first minute you're on the job.

It is your responsibility to report any on-the-job injury immediately. Your employer must file an "Employer's Report of Injury" (C-3 Form) within six working days after the receipt of a "Claim for Compensation" (C-4 Form) from a physician or chiropractor.

Remember, it is fraud to file an industrial insurance claim if you are not injured on the job. Filing a false claim will result not only in a loss of benefits, but could mean costly fines and/or jail time.

The Nevada Occupational Safety and Health Act was created to allow you to do your job in a safe and healthy workplace. **But it is up to you to make sure that job safety works.** Here are some tips to help you stay safe on the job.

Know and follow all safety rules set by:

- Your employer
- The Nevada Occupational Safety and Health Act
- The Division of Industrial Relations, Occupational Safety and Health Enforcement Section

You can get copies of all Nevada safety and health standards from the Safety Consultation and Training Section of the Division of Industrial Relations or on the web at www.4safenv.state.nv.us. **Also, your employer may be required to have a written workplace safety program.**

If your employer requires personal protective equipment, such as hard hats, safety shoes, safety glasses, respirators, or ear protection, **you are responsible to wear and/or use the equipment.**



Do not remove any safety device or machine guard. If you do and get hurt, you will lose some workers' compensation benefits.

If you do not know how to safely use tools, equipment or machinery, be sure to ask your supervisor.

The Safety Consultation and Training Section of the Division of Industrial Relations, Nevada Department of Business & Industry, was created to assist employers in complying with Nevada laws which govern occupational safety and health.



A Nevada employer with 11 or more employees must establish a written workplace safety program. If you have more than 25 employees, the establishment of a safety committee is also required.

The Safety Consultation and Training Section of the Division of Industrial Relations is available to provide a workplace hazard assessment. This service can assist employers in minimizing on-the-job hazards, and is provided at **no charge**. The Division also offers no cost safety training and informational programs for Nevada employers.

You must maintain a workplace that is free from unsafe conditions.

As an employer you are responsible for complying with all Nevada safety and health standards and regulations found in:

- The Nevada Occupational Safety and Health Act, and the
- Occupational Safety and Health Standards and Regulations.

Copies of all occupational safety and health standards and regulations are available from the Division of Industrial Relations (Safety Consultation and Training Section and the Occupational Safety and Health Enforcement Section) or on the web at www.452900v.state.nv.us.

You are also responsible for ensuring that your employees comply with these same rules, standards and regulations. You must select someone to administer and enforce occupational safety and health programs in your workplace.

Before assigning an employee to a job, you must provide proper training in:

- Safe use of equipment and machinery
- Personal protective gear
- Hazard recognition
- Emergency procedures

You must also inform all employees of the safety rules, regulations and standards which apply to their respective duties.

It is your responsibility to maintain accurate accident, injury and safety records and reports. These files must be made available, upon request, to the affected employee and representatives of the Division of Industrial Relations, Occupational Safety and Health Enforcement Section.



The Nevada Safety and Health Poster, provided by the Division of Industrial Relations, must be posted in a prominent place on the job site.

Report immediately to the Division of Industrial Relations (Occupational Safety and Health Enforcement Section) all job-related fatalities, as well as those accidents where three or more employees require hospitalization.



Employers must acquire and maintain Workers' Compensation Insurance at all times.

The law requires that employers shall provide newly-hired employees with a copy of this document or with a video setting forth the rights and responsibilities of employers and employees to promote safety in the workplace.



State of Nevada Department of Business & Industry
Division of Industrial Relations Safety Consultation and Training Section

Las Vegas: (702) 486-9140
Reno: (775) 688-1474
Elko: (775) 778-3312

A video of this information is available in English and Spanish through the Division of Industrial Relations, Safety Consultation and Training Section. This document may be copied. For additional copies, contact the Division of Industrial Relations or visit www.452900v.state.nv.us. To obtain this communication in alternative formats, contact the Division of Industrial Relations.