

## NOTICE TO EMPLOYEES

This notice is being directed to you in order to fulfill Union College's compliance with the disclosure requirements under the Higher Education Opportunity Act of 2008 (HEOA). This notice provides information regarding: (1) Union College's Annual Security and Fire Report, (2) Drug Free Workplace Policy, (3) Code of Conduct for Education Loans, and (4) Digital Millennium Copyright Act and Dissemination of Information.

1. **NOTICE OF AVAILABILITY OF ANNUAL SECURITY AND FIRE REPORT.** The Union College Annual Security Report includes statistics for the previous three years concerning reported crimes and fires that occurred on-campus; in certain off-campus buildings or property owned or controlled by Union College; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies and information concerning campus security, such as sexual assault policies, missing persons, emergency procedures, each housing facility's safety system, fire drills, fire safety policies for housing facilities, procedures for evacuation, policies regarding fire safety education, training programs to be provided to students and employees, and other matters. You can obtain a copy of this report by contacting the Director of Campus Safety, Chris Hayden, at 518-388-6358 or by accessing the following website:

<http://www.union.edu/offices/safety/reports/clery/index.php>

2. **DRUG FREE WORKPLACE.**

This policy contains information about the need for employees to timely report to the College if convicted of a criminal drug statute offense or alcohol offense committed on College property or as part of a College-sponsored program off campus. This policy also contains information about available resources for counseling, treatment, and/or rehabilitation. The policy and FAQs can be found at:

<http://www.union.edu/offices/human-resources/documents/policies/administrative/drug--alcohol-abuse-policy-final-7-14-2010.pdf>

and

<http://www.union.edu/offices/human-resources/documents/policies/administrative/drug--alcohol-abuse-policy-faq-final-7-14-2010.pdf>

3. **CODE OF CONDUCT FOR EDUCATION LOANS.**

The link for the Code of Conduct for Education Loans policy can be found under the College Admissions and Financial Aid website at:

<http://www.union.edu/admissions/financial/title-iv/index.php>

4. **DIGITAL MILLENNIUM COPYRIGHT ACT AND DISSEMINATION OF INFORMATION.**

Union College complies with the provisions of the Digital Millennium Copyright Act (DMCA). It is illegal, as described in the Federal law (Title 17 of the US Code, and more recently the Digital Millennium Copyright Act 105 PL 304), to download, upload, or distribute in any fashion, copyrighted materials, in any form, without permission or a license to do so from the copyright holder.

5. **INSTITUTIONAL INFORMATION.**

Links to the following information can be found at: [www.union.edu/consumer](http://www.union.edu/consumer)

- Financial Assistance Information
- Tuition and Academic Information
- Copyright Infringement-Policies and Sanction
- Information on Graduation Rates and Other Student Information
- Student Record Privacy & FERPA
- Information on Campus Safety Policies and Crime Statistics
- Equity in Athletics Disclosure Information
- Information for Students