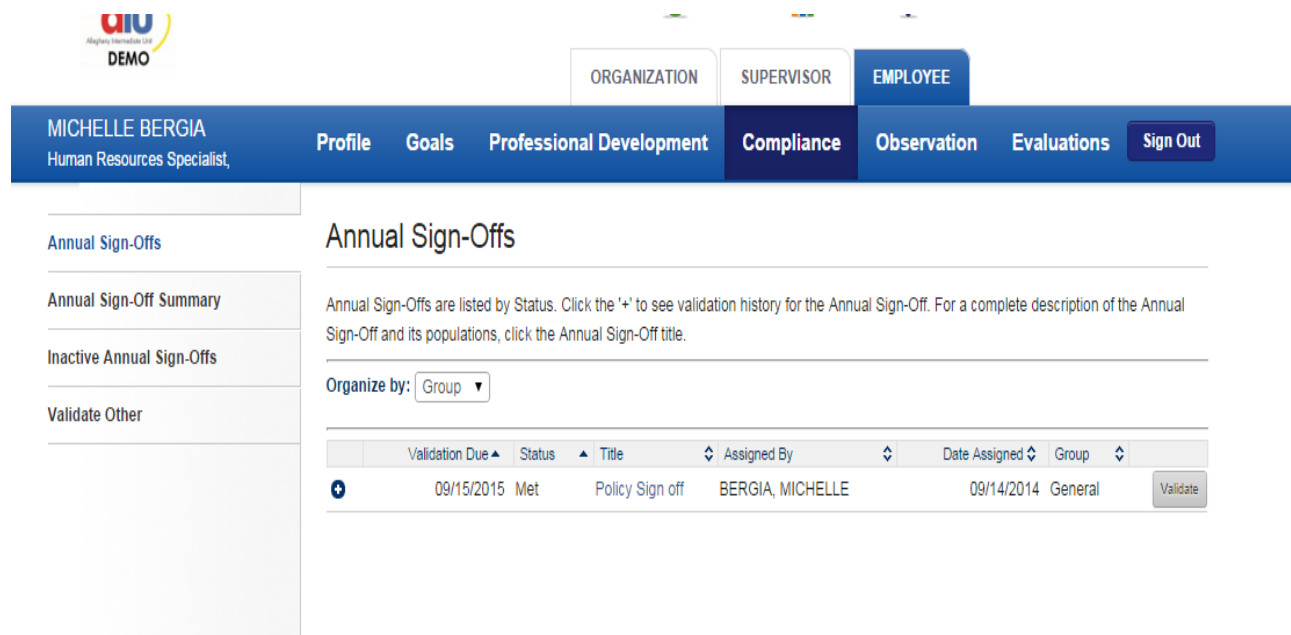


# Annual Policy Sign Off

## ➤ Annual Policy Sign Off



- 1.) Login to TowerMetriX using your username and password
- 2.) Select the **Employee** view tab
- 3.) Click the **Compliance** satellite
- 4.) Click on the **Validate** button to the right of the policy.



The screenshot shows the TowerMetriX interface for an employee named Michelle Bergia. The top navigation bar includes tabs for ORGANIZATION, SUPERVISOR, and EMPLOYEE. The main navigation bar includes Profile, Goals, Professional Development, Compliance (selected), Observation, Evaluations, and Sign Out. The left sidebar contains links for Annual Sign-Offs, Annual Sign-Off Summary, Inactive Annual Sign-Offs, and Validate Other. The main content area is titled 'Annual Sign-Offs' and includes a description: 'Annual Sign-Offs are listed by Status. Click the '+' to see validation history for the Annual Sign-Off. For a complete description of the Annual Sign-Off and its populations, click the Annual Sign-Off title.' Below this is an 'Organize by:' dropdown menu set to 'Group'. A table lists the sign-off details:

	Validation Due	Status	Title	Assigned By	Date Assigned	Group	
+	09/15/2015	Met	Policy Sign off	BERGIA, MICHELLE	09/14/2014	General	Validate

# Annual Policy Sign Off

## ➤ Validating Annual Policy Sign Off

- 1.) Click on the **Title Policy Sign Off** sign
- 2.) Select the **Policy Booklet** under attachments

**Annual Sign-Offs**

Policy Consent

- Conduct/Disciplinary Procedures (Policy Number 317)
- Weapons in the School/Workplace (Policy Numbers 317.1 and 218.1)
- Human Relations (Policy Numbers 248 and 348)
- Data Safeguarding (Policy Numbers 800 and 800.1)
- Nondiscrimination in Employment and Contract Practices (Policy Number 104)
- Working Conditions (Policy Number 348)
- Unlawful Harassment (Policy Number 248)
- Acceptable Use of Internet, Computers, and Network Resources (Policy Number 815)
- Drug-Free Work Place (Policy Number 351)
- Family and Medical Leave Act (Policy Number 335)
- Nepotism Policy (Policy Numbers 304 and 304.1)
- Employee Assistance Program Policy (Policy Number 352)
- Child/Student Abuse (Policy Number 806)

Version	Date	Group	Section	Attachments	Links
1 (Current)	09/14/2014	General	General	Policy Booklet for Inservice 2014-2015 (1).pdf	None

Population	Criteria	Methods	Validators
General	I understand that compliance with these policies is a condition of employment, and that failure to comply with any part of these policies and procedures can result in termination of my employment.	Self-evaluation	Employees: BERGIA, MICHELLE (10007401)

- 3.) Once Policies have been reviewed
  - a. Enter the **Date Validated**
  - b. Select **Met**
  - c. Select Method **Self Evaluation**
  - d. Click **Save**

Validate Annual Sign-Off for: MICHELLE BERGIA

To validate a Annual Sign-Off, enter the date, status and method of validation for each population.

**Annual Sign-Off Title:** Policy Sign off

**Met**

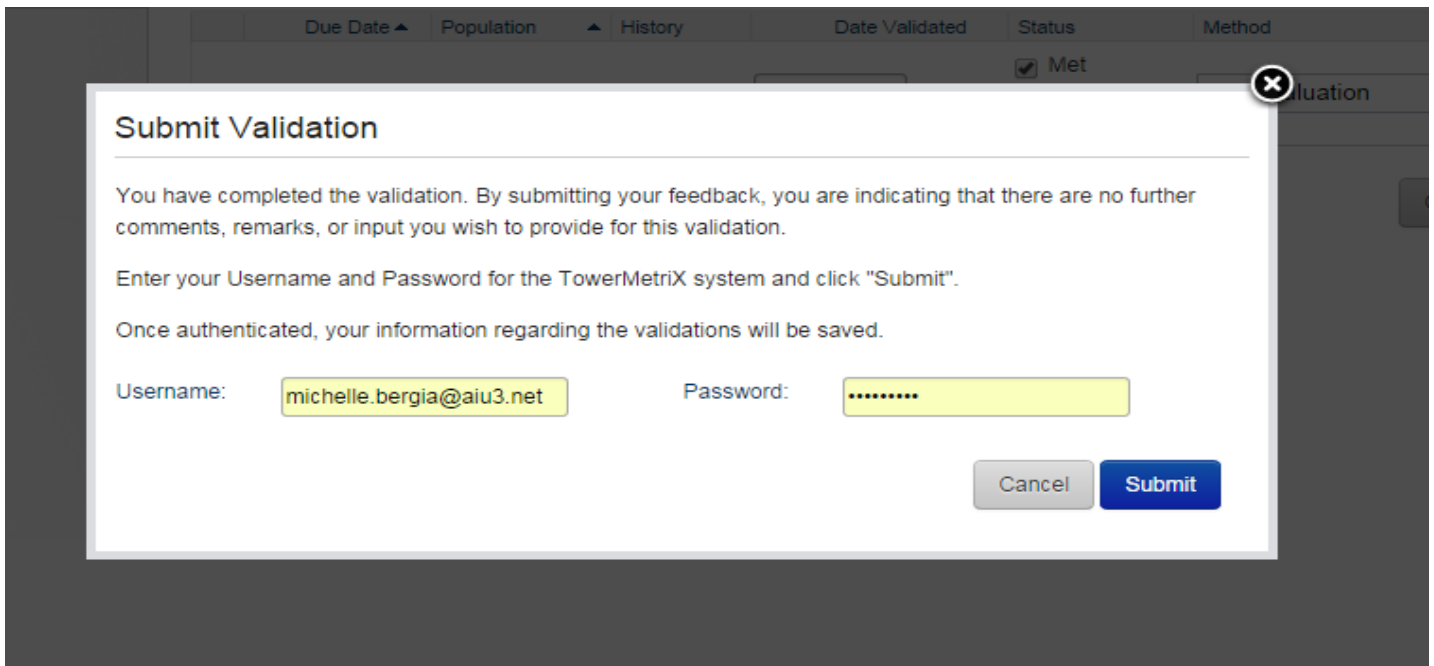
Due Date ▲	Population ▲	History	Date Validated	Status	Method
09/15/2015	General	(3)	09/15/2014	<input checked="" type="checkbox"/> Met <input type="checkbox"/> Not Met	Self-evaluation

Cancel Save

## Annual Policy Sign Off

### ➤ Submitting Validation of Annual Policy Sign Off

- 1.) Enter Your **Username**
- 2.) Enter your **Password**
- 3.) Click **Submit**



The screenshot shows a 'Submit Validation' dialog box overlaid on a TowerMetriX interface. The dialog box contains the following text:

**Submit Validation**

You have completed the validation. By submitting your feedback, you are indicating that there are no further comments, remarks, or input you wish to provide for this validation.

Enter your Username and Password for the TowerMetriX system and click "Submit".

Once authenticated, your information regarding the validations will be saved.

Username:  Password: