Completing a Curriculum with Policies
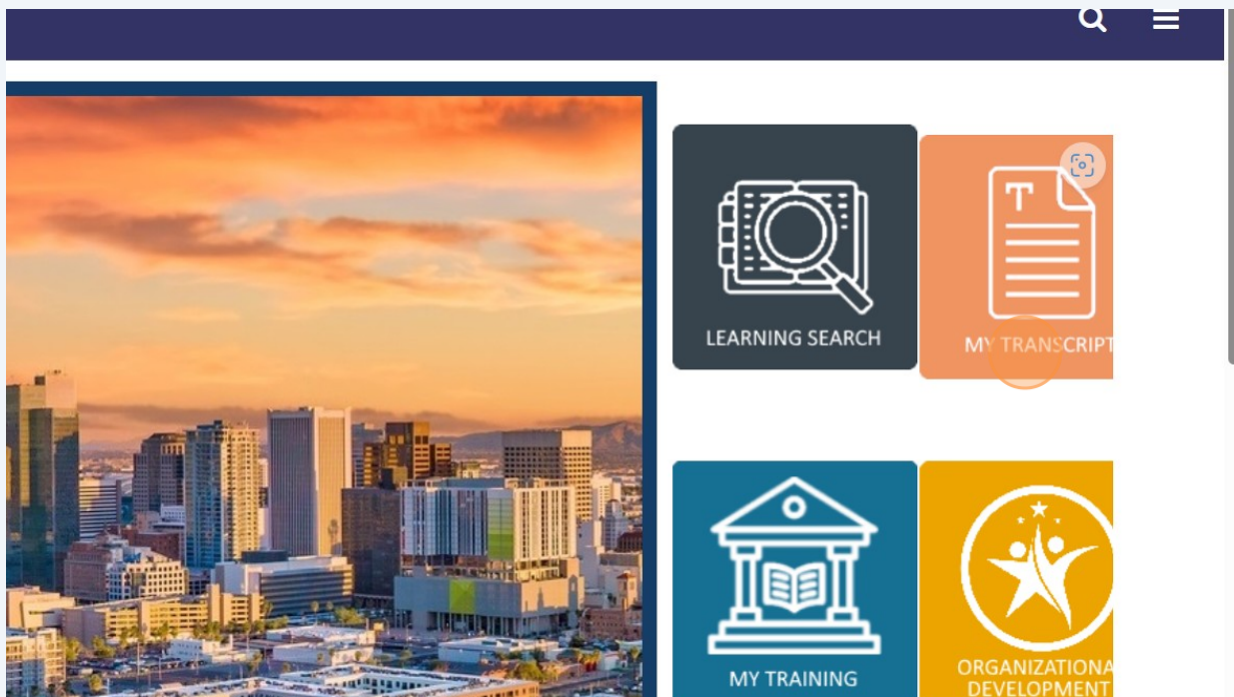
You will need to open the curriculum, launch each policy, read and review, and mark complete each policy.

1 Navigate to
https://cosc.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1

2 Click on "My Transcript"

3   Click on "Open Curriculum"

ck the **Completed** selection in the dropdown menu on the left side.
opportunities.

Type   Search by Keyword

[▼]   [Search   🔍]

HR Policies   [Open Curriculum] [▼]
: Curriculum

al (Starts 5/10/2024 9:00 AM)   [Select Session   ] [▼]
: Session

or Success   [Launch   ] [▼]
: Online Class

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4   Click on "Launch" and a pop-up window will appear with the policy for you to read and review. Once you have done so, you may close the pop-up window.

Code
yee Access to Court Records
yee Discipline
g and Editing Time Worked
al Security Measures & Access to Clerk of Court Work Areas
riminal Justice Agency Fingerprint Policy
mance Management
ition Against Discrimination, Harassment and Retaliation
e Appearance
ing Conflicts of Interest
ing Incidents & Workplace Concerns
orking

HR2451COC-24 - ADA-ADAAA Reasonable
Accommodation For Applicants and Employees   [Launch] [▼]
Status : Registered   Due : No Due Date
To provide Clerk of Superior Court (COSC) guidelines and procedures for
employees and job applicants who request a Reasonable Accommodation due...

HR2452COC-24 - Alternative Work Schedules COSC   [Launch] [▼]
Status : Registered   Due : No Due Date
To provide a mechanism for the use of alternative work schedules.

HR2453COC-24 - Case Confidentiality COSC   [Launch] [▼]
Status : Registered   Due : No Due Date

5 Click on "Mark Complete" for each policy you opened, read, and reviewed.

Code
yee Access to Court Records
yee Discipline
g and Editing Time Worked
al Security Measures & Access to Clerk of Court Work Areas
riminal Justice Agency Fingerprint Policy
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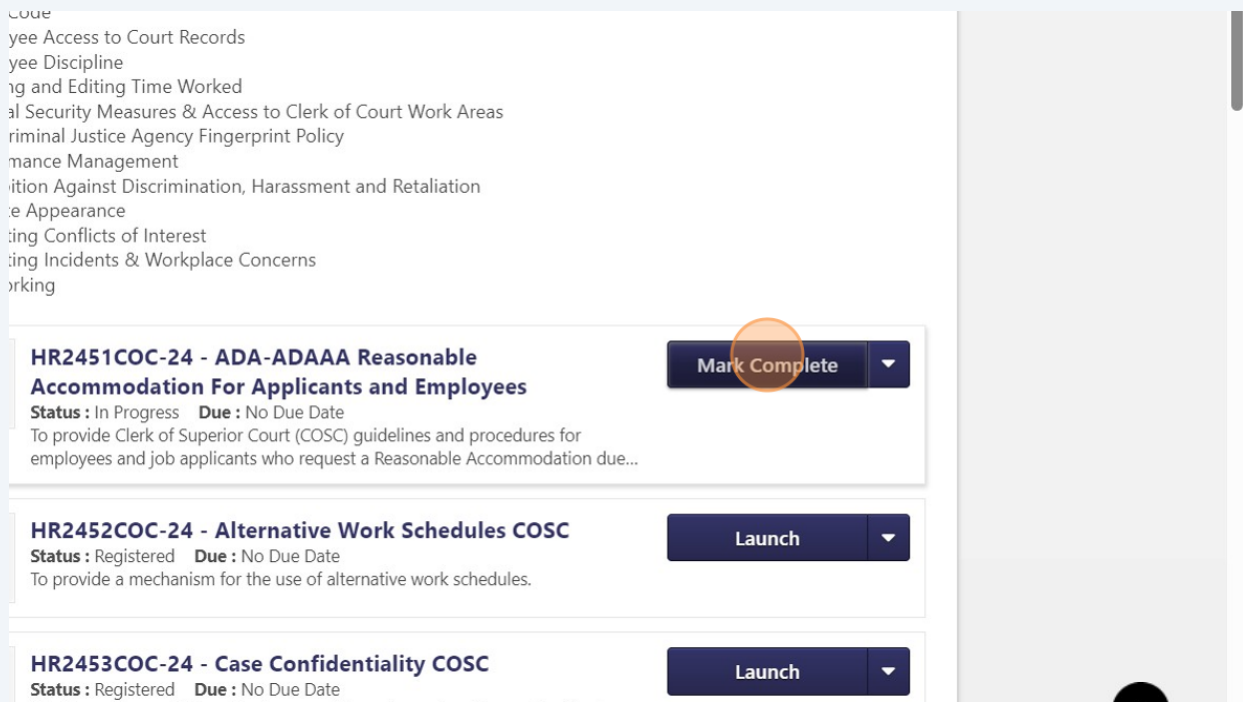ting Incidents & Workplace Concerns
orking

HR2451COC-24 - ADA-ADAAA Reasonable Accommodation For Applicants and Employees
Status : In Progress **Due :** No Due Date
To provide Clerk of Superior Court (COSC) guidelines and procedures for employees and job applicants who request a Reasonable Accommodation due...

Mark Complete ▾

HR2452COC-24 - Alternative Work Schedules COSC
Status : Registered **Due :** No Due Date
To provide a mechanism for the use of alternative work schedules.

Launch ▾

HR2453COC-24 - Case Confidentiality COSC
Status : Registered **Due :** No Due Date

Launch ▾

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6 Do the same for each additional policy.

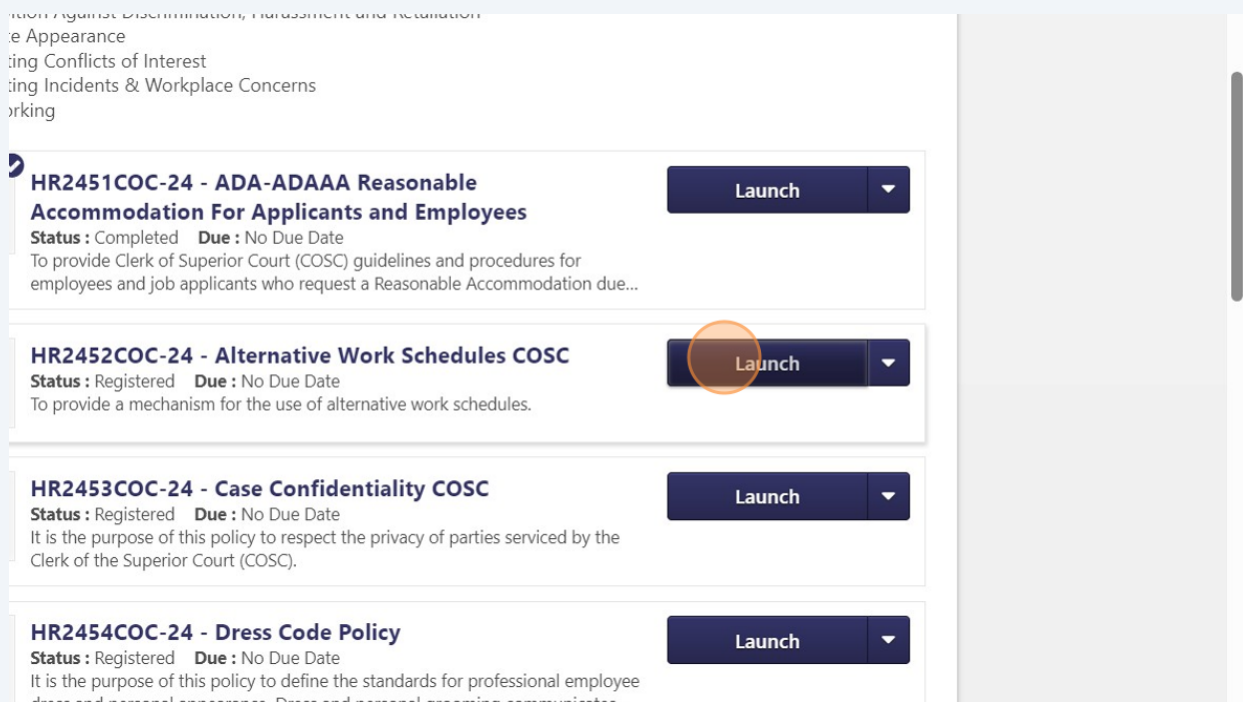ition Against Discrimination, Harassment and Retaliation
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HR2451COC-24 - ADA-ADAAA Reasonable Accommodation For Applicants and Employees
Status : Completed **Due :** No Due Date
To provide Clerk of Superior Court (COSC) guidelines and procedures for employees and job applicants who request a Reasonable Accommodation due...

Launch ▾

HR2452COC-24 - Alternative Work Schedules COSC
Status : Registered **Due :** No Due Date
To provide a mechanism for the use of alternative work schedules.

Launch ▾

HR2453COC-24 - Case Confidentiality COSC
Status : Registered **Due :** No Due Date
It is the purpose of this policy to respect the privacy of parties serviced by the Clerk of the Superior Court (COSC).

Launch ▾

HR2454COC-24 - Dress Code Policy
Status : Registered **Due :** No Due Date
It is the purpose of this policy to define the standards for professional employee dress and personal appearance. Dress and personal grooming communicates

Launch ▾

7   Be sure to click on "Mark Complete"

e Appearance
ting Conflicts of Interest
ting Incidents & Workplace Concerns
orking

HR2451COC-24 - ADA-ADAAA Reasonable
Accommodation For Applicants and Employees
Status : Completed   Due : No Due Date
To provide Clerk of Superior Court (COSC) guidelines and procedures for
employees and job applicants who request a Reasonable Accommodation due...

[Launch] [▼]

HR2452COC-24 - Alternative Work Schedules COSC
Status : In Progress   Due : No Due Date
To provide a mechanism for the use of alternative work schedules.

[Mark Complete] [▼]

HR2453COC-24 - Case Confidentiality COSC
Status : Registered   Due : No Due Date
It is the purpose of this policy to respect the privacy of parties serviced by the
Clerk of the Superior Court (COSC).

[Launch] [▼]

HR2454COC-24 - Dress Code Policy
Status : Registered   Due : No Due Date
It is the purpose of this policy to define the standards for professional employee
dress and personal appearance. Dress and personal grooming communicates...

[Launch] [▼]

8   Click on The HUB logo on the top left corner.

The HUB

🏠 CUR110-COC-24 - Clerk of Court Internal HR Policies

CUR110-COC-24 - Clerk of Court Inte
HR Policies

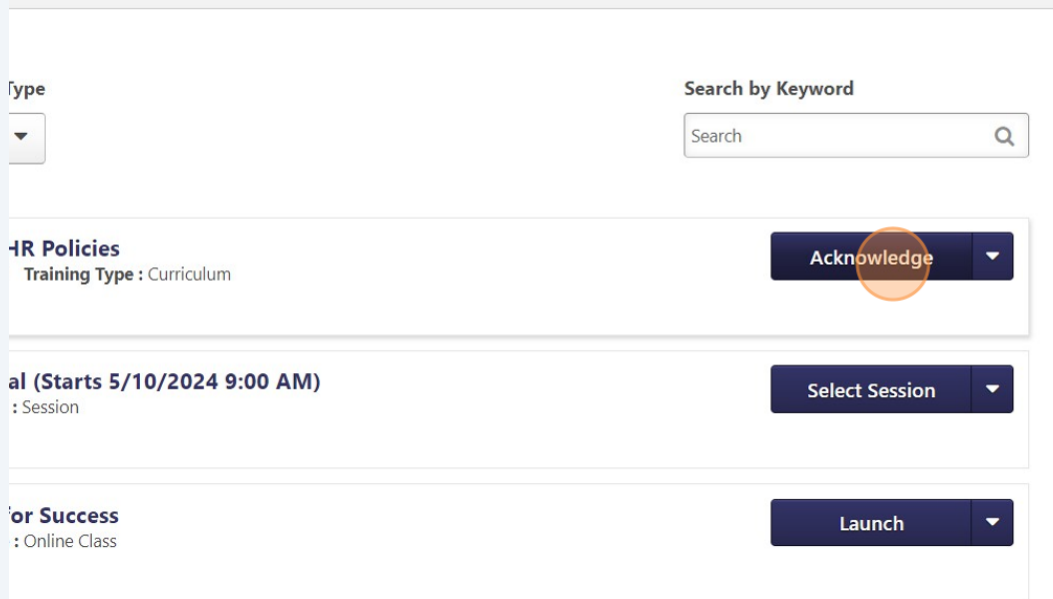This curriculum contains the following HR policies:

- ADA/ADAAA Reasonable Accommodation for Applicants and E
- Alcohol and Drug-Free Workplace and Testing
- Alternative Work Schedules
- Case Confidentiality
- Code of Conduct
- Confidentiality Agreement
- Dress Code
- Employee Access to Court Records
- Employee Discipline
- Entering and Editing Time Worked
- Internal Security Measures & Access to Clerk of Court Work Ar
- Non-criminal Justice Agency Fingerprint Policy
- Performance Management

100%
CURRICULUM PROGRESS

9 Click on My Transcript to return to your transcript.

10 Go back to the Curriculum and click on "Acknowledge" to finalize it.

11   A new window will appear for you to read the statement and click "Acknowledge."

By signing I acknowledge I have received the policies and agree to comply with these policies. Regardless of my current status, I will abide by the teleworking policy herein if assigned to me. I will address any questions to my immediate Supervisor for clarification.

Cancel   Acknowledge

cornerstone
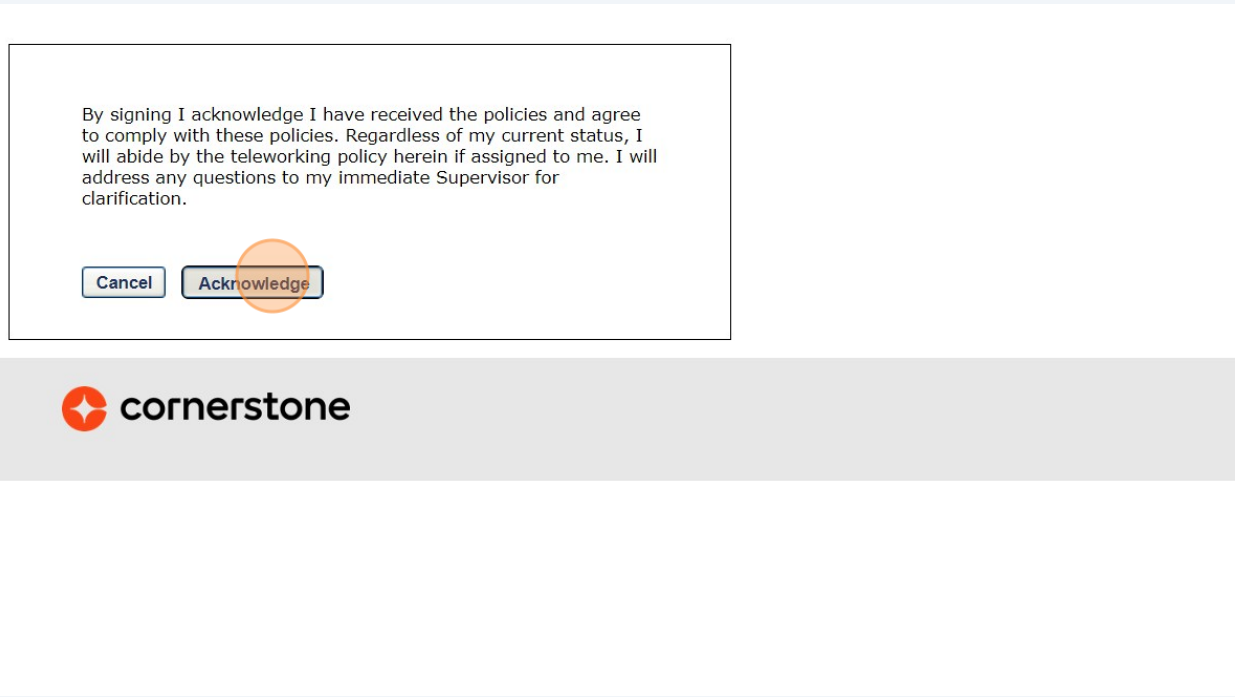
(i)   Tip! Be sure your pop-up blocker is disabled to read each policy you launch.