

Ethics Hotline Reminder

- The Ethics Hotline is a service provided to the College through Lighthouse Services, Inc. The hotline is in place to provide an anonymous and confidential means for reporting ethics violations, theft, and fraud.
- This hotline is NOT a substitute for routine communications within our organization between employees and their supervisors and managers, particularly as to workplace duties, nor does it replace the non-discrimination procedures that are in place. Employees have many ways to report ethics violations, theft, or fraud including discussing the concern with their manager, a College executive, or a member of the Brookdale Community College Police Department. The hotline is an additional communications tool and it is provided because we believe it is the right thing to do.
- The toll free telephone number to access Brookdale's Ethics Hotline is 844-410-0042. It is available 24 hours a day, 365 days per year. The hotline can also be accessed via the internet, at www.lighthouse-services.com/brookdalecc

NJ First Act – Residency Requirement

This is a reminder to all employees regarding the requirement for NJ residency as a condition of employment. If you are considering a move out of state, you **MUST** get **prior** approval for an exemption to the law to avoid immediate termination. Please use the following link to obtain more information: <http://lwd.dol.state.nj.us/labor/lwdhome/content/NJFirst.html>

Professional Development

- **Calendar of upcoming Technology & Career Skills Training** – Click [here](#)
(You may be prompted to logon to SharePoint before viewing the calendar.)
- **Free Online, on-demand training available 24/7 to employees** - Click [here](#)

Vacation Time – Use It or Lose It

“Each person deserves a day away in which no problems are confronted, no solutions searched for. Each of us needs to withdraw from the cares which will not withdraw from us.” Maya Angelou

Reminder to check your time before the vacation caps are imposed on July 1.