

2 Handbook Acknowledgement Form

The university requires an acknowledgement of your access to this handbook to be placed in your employee file. Please sign this statement and return it to the Office of Human Resources.

Because the information, policies, and benefits described in this handbook are subject to change, I acknowledge that revisions to the handbook may occur. I understand that revised information may supersede, modify, or eliminate existing policies. Furthermore, I acknowledge that this handbook is not an express or implied contract of any kind or other type of legal document.

I have access to the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I specifically understand and acknowledge that this handbook contains a prohibition against harassment and is an Equal Employment Opportunity policy, prohibiting discrimination, with which I am obligated to comply. This means that I must refrain from engaging in harassing or discriminatory behavior, and if I feel that I am being subjected to harassing or discriminatory behavior, it is my responsibility to report such behavior to management, as specified in the policies. I also understand that these policies prohibit retaliation for reporting harassment or discrimination or participating in an investigation.

I further understand when the handbook uses the term “university” in reference to physical locations and/or activities, that term means all buildings or grounds owned, leased, or operated by the university, as well as all university-sponsored events.

Employee’s Name (printed): _____

Employee’s Signature: _____

Department: _____ Date: _____