

## Employee Handbook Acknowledgement

I acknowledge that I have received a copy of Saint Elizabeth University Employee Handbook, which provides policies, procedures, guidelines and programs affecting my employment with the University.

I understand this Handbook is not a legal document and does not create a contractual relationship between the University and me. I understand that Saint Elizabeth University can, at its sole discretion, modify, eliminate, revise, or deviate from the policies, guidelines, and benefits contained in this Handbook as circumstances or situations warrant.

I accept my personal responsibility for familiarizing myself with the information in this Handbook and will seek verification or clarification of its terms or guidance when necessary.

I agree to consult with my supervisor, departmental chair or the Office of Human Resources if I have any questions that are not covered or answered in this Handbook.

Changes to policies and procedures contained in this Handbook will be posted on the University's Google Sites under the Human Resources section. I accept responsibility to read and adhere to all policy or procedure changes that are posted to the website.

Signing below signifies that the Employee agrees to the terms and conditions of the Acknowledgement as stated above.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_