



Social Media Policy Acknowledgement Form

I acknowledge that I have received a copy of Saint Elizabeth University Social Media Policy, which provides policies, procedures, and guidelines affecting any social media activity I perform, personally or professionally, on behalf of the University.

I understand this policy is not a legal document. I understand that Saint Elizabeth University can, at its sole discretion, modify, eliminate, revise or deviate from the policies, procedures, and guidelines contained in this document as circumstances or situations warrant.

I accept my personal responsibility for familiarizing myself with the information in this document and will seek verification or clarification of its terms and guidelines when necessary. I agree to consult with my supervisor, program chair or the Human Resources Department if I have any questions that are not covered or answered in this document.

Changes to policies and procedures contained in this document will be posted on MySEU under the Human Resources section. I accept responsibility to read and adhere to all policy or procedure changes that are posted to the website.

Print name

Title

Signature

Date

The Saint Elizabeth University Social Media Policy is not intended to alter the employment relationship between the employee and Saint Elizabeth University in any way. This document is applicable to all full and part-time as well as adjunct faculty and staff, and student organizations, as appropriate. The University reserves the right to update, change, or alter the material in this publication at any time. Changes will be made periodically by written notice and posted in the Human Resources section of MySEU. It is the sole responsibility of the employee to read and understand all such notices.

All employees are to return the signed form within 15 days of receiving this policy. The original signed copy is to be forwarded to the Office of Human Resources, where it will be placed in the employee's personal file.