



BENEDICTINE COLLEGE

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

This is to acknowledge that I have been given access to an electronic copy of the Benedictine College Employee Handbook and that it is my responsibility to thoroughly read the handbook in order to understand my privileges and obligations as an employee of Benedictine College. I also understand the Handbook is not a contract and that if I am not a faculty member, I am an at-will employee as explained in the Handbook. If I am a faculty member, I am employed under the terms of my appointment letter. Although an electronic copy of the handbook is available on the college website at www.benedictine.edu under "E" – Employee Handbook, I may obtain a paper copy by making a request to the Human Resources department at any time during my employment.

Name (Printed)

Signature

Position/Department

Date