

Southwestern University

STAFF HANDBOOK

EMPLOYEE ACKNOWLEDGMENT FORM

This is to acknowledge that I will review the most current copy of the Southwestern University Staff Handbook (Handbook), located on the Human Resources web page at: www.southwestern.edu/hr/, and understand that:

- it contains important information about the University's policies, practices and benefits;
- the Handbook does not create any contractual rights for the benefit of any employee;
- I am expected to read, understand, familiarize myself with and adhere to the policies contained in it;
- my employment with the University is governed by the contents of the Handbook while recognizing that it may not cover every circumstance and that the University reserves the right to interpret policies at its sole discretion;
- the University reserves the right to modify, add, delete or revise any provisions contained in the Handbook as well as other guidelines, policies or practices of the University at any time, as it deems necessary or appropriate at its sole and absolute discretion;
- the University will advise employees from time to time of material changes to the policies, benefits or practices described in the Handbook;
- upon separation of employment, the University's obligation to pay me ends on the effective date of my work separation and I agree to pay or make arrangements to pay any indebtedness owed to the University in accordance with the Handbook.

Employee Signature

Date

Employee Name (typed or printed)