



DOMINICAN UNIVERSITY STAFF HANDBOOK
ACKNOWLEDGMENT

This will serve to notify Dominican University that I have been given the web location of the Dominican University Staff Handbook: www.dom.edu/hr/resources.

The policies and procedures outlined in the Staff Handbook are evaluated by the University on a regular basis, and are not intended to be substituted for the good judgment, common sense, and discretion of the University's managers and/or employees.

I acknowledge and agree that:

- as a condition of employment, it is my responsibility to read, understand and follow the policies and guidelines in the Handbook;
- this Handbook is the property of Dominican University and is for internal use only. I agree that I will not distribute the Handbook to any external source;
- the University has the right at any time to modify or amend the policies set forth in this Handbook with or without notice. I understand that any previously issued Handbook has been revised and that any prior policies, if different from this Handbook, are now null and void.

I understand that if I have questions regarding any of the policies I can consult with my immediate supervisor and/or with any member of Human Resources. I understand that both the employee and the University have the right to terminate employment and compensation at any time, for any reason, with or without notice. Nothing said or done by the university staff members or stated in this Handbook is to be considered a contract of employment in a particular position or for a particular duration with the university.

I fully understand my responsibilities and the purpose of this acknowledgement. I have signed below and I understand that the original of this acknowledgment will be placed in my personnel file, and that I may receive a copy of the fully executed document upon request.

SIGNED _____
Employee Signature

NAME _____
Please Print

DATE _____