

## EMPLOYEE MANUAL RECEIPT AND ACKNOWLEDGEMENT

The Wittenberg University Employee Manual is available online at the following web location:

<http://www.wittenberg.edu/administration/humanresources/policies-manuals>

Please read the manual and sign below to make the following declarations:

- I have received the web location of the Wittenberg University Employee Manual.
- The manual outlines university policies and benefits which apply to me. I agree to read the manual and to comply with its rules during my employment with the university.
- If I have any questions regarding any rules, regulations, benefits or any other item described in the manual, or about my job description, it is my responsibility to ask my supervisor and to follow up with any university employee to whom I am directed to answer my questions.
- I further understand that the information in this manual may be amended at any time and that these changes supersede, modify, or eliminate the previous policies. Changes will be sent to me in writing and/or communicated to me by my supervisor or through other official notices. I accept responsibility for keeping informed on these changes.
- I understand that nothing in this manual is intended to create a contract of employment. I am an employee at will, as described in the Wittenberg University Employee Manual.

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Employee Name (printed)

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Employee Signature/Date