

Faculty/Staff Handbook for Employees of Albany State University

Employee Acknowledgement Form

(Please sign at the bottom and return to the Office of Human Resources Management.)

Locations of the Handbook — I acknowledge that I have been informed that the Faculty/Staff Handbook for Employees of Albany State University is available on the University web site <http://www.asurams.edu/hr/hrforms.php> under miscellaneous forms.

Notification of Future Changes — it is my responsibility to read and comply with the policies and procedures contained in the handbook. I understand that the policies and procedures contained in it may change without prior notice and that notification of changes or additions to these policies and procedures will be made to employees. I understand that efforts will be made to communicate significant changes in a timely manner and that such revisions may supersede, modify, or eliminate existing policies, procedures, and benefits. The handbook may be updated from time to time, and I will be notified via email, without the need to sign this form again.

No Contract Implied & Rights of Employment Termination — I acknowledge that the Faculty/Staff Handbook for Employees of Albany State University is not a contract of employment. I understand that neither the handbook, nor any other communications by a University representative, either written or oral, made prior to employment or during the course of employment, is intended in any way to create an employment contract. I further understand that either Albany State University or I can terminate the employment relationship at any time so long as no violations of applicable federal or state laws exist.

Authority of the Handbook — I understand that the handbook is not a legal document, for is it an official publication of the Board of Regents of the University System of Georgia. In case of divergence from or conflict with the Bylaws and Policies of the Board of Regents, the official Bylaws and Policies will prevail. I understand that I should consult my supervisor or the Office of Human Resources regarding, any questions not answered in the handbook.

Pledge to Read & Understand It — I hereby acknowledge that I will read the Faculty/Staff Handbook for Employees of Albany State University and become familiar with its contents.

Employee's Name (Printed) _____

Employee's Signature _____

Date _____