



Employment Faculty & Staff Handbook Acknowledgement

I understand that the College's Handbook(s) for both [Faculty](#) and [Staff](#), are located on the Elizabethtown College [Human Resources SharePoint website](#) and realize it is my responsibility to understand its terms and provisions. I also understand it is my responsibility to ask questions of my supervisor or of Human Resources if there are any areas covered in the Handbook(s), which I do not understand.

I understand that I must follow the rules contained in the Handbook(s) as well as any other rule, regulation, or policy that may exist or may be established in the future during my employment with the College. I further understand that at the sole discretion of the College, the terms and provisions contained in the Handbook(s) may be amended at any time. In that case, I understand the changes will be communicated to me as soon as is feasible.

I also understand that neither the Handbook(s) nor anything contained within it is an employment contract, expressed or implied, between the College and myself. I understand that any disciplinary rules contained in the Handbook(s) are only guidelines.

I understand I will be charged for any unreturned College property, such as uniforms, keys, ID card, laptop, cell phone or other items belonging to the College should I leave employment.

Date

Signature

Title/Dept

Print