

RECEIPT OF HANDBOOK AND EMPLOYEE DUTY TO REVIEW HANDBOOK (Heritage University Staff/Administrative Handbook):

Whether you are new to Heritage, or have been here many years, we are pleased to place several key policies in one convenient location: The July 1, 2011 version of the Heritage Staff and Administrative Handbook. It is our hope that providing this resource to you will serve to facilitate good communication regarding your work environment. The Handbook you have received is not a 'comprehensive' statement of every possible policy, nor does it address every possible employment situation or scenario. It is intended to be a guide and a reference tool. Please read through your copy. Your supervisor, area manager, the HR representative, and the Vice President of Support Services are available to discuss questions you may have. Thank you, in advance, for reading and following the guidelines in the Handbook

Receipt/Acknowledgement of Heritage Staff/Administrative Handbook

I hereby acknowledge that I received a copy of the Heritage University Staff and Administrative Handbook. I understand this is my personal copy of the Handbook, that a primary purpose of this handbook is to encourage good communication between Heritage and its employees, and that this handbook does not modify my 'at-will' employment relationship with Heritage University.

'At-will' means that either Heritage or I can terminate employment at any time, with or without notice and with or without cause. Employment at Heritage University is not for a definite time period, and terms and conditions of employment can be modified at any time, except as otherwise provided by law. I further acknowledge that the 'at-will' relationship may not be changed orally or by any behavior. Neither the Heritage Staff/Administrative Handbook nor any other oral or written policies by Heritage modify nor alter the 'at-will' employment relationship.

I further acknowledge that I understand the importance of immediately reviewing this Handbook. I am aware that Heritage desires a work-place environment free of violence, harassment, disparagement of other employees or any form of unlawful discrimination or other offensive conduct. I acknowledge my duty to review Heritage anti-harassment and anti-discrimination policies within the Handbook and that if I have concerns or questions about harassment or discrimination I may contact my immediate supervisor, area manager, the HR representative or the Vice President of Support Services.

I HAVE RECEIVED A COPY OF THE HERITAGE STAFF/ADMINISTRATIVE HANDBOOK AND I ACKNOWLEDGE MY RESPONSIBILITY TO PROMPTLY REVIEW IT.

FULL NAME (print) _____ Department: _____

POSITION/TITLE: _____

Signature

Date