

# **ACKNOWLEDGEMENT OF RECEIPT OF THE HANDBOOK AND STATEMENT OF UNDERSTANDING**

As an employee of Berea College, I acknowledge that I have received and had an opportunity to examine the Berea College Employee Handbook. A copy of this Handbook has been given to me to retain for future reference or I have been provided with the electronic website address ([www.berea.edu/hr/employeehandbook.asp](http://www.berea.edu/hr/employeehandbook.asp)), and I agree to familiarize myself with its contents and comply with the information provided. I understand that the information contained in the College's Employee Handbook represents guidelines only and that the College may modify those guidelines or amend or terminate any policies, procedures or employee benefit programs at any time, or require or increase contributions toward benefit programs. I accept the responsibility to keep myself informed of any changes made to the Handbook.

I understand that the College's Employee Handbook and personnel policies do not constitute a contract of employment between me and the College. I agree that upon termination of my employment at the College, the College will owe me only my accrued but unpaid wages, including accrued but unused vacation.

I have read the policy, "Confidentiality of Information", and affirm my commitment to maintain all student, staff, alumni, donor or proprietary College information with strict confidentiality.

I further understand that no officer or representative of the College other than the President or his/her designee has any authority to enter into any agreement guaranteeing any terms, conditions or benefits of employment, employment of any specific nature or employment for any definite period of time. I also understand that any employment agreement guaranteeing any of the foregoing, if made, will not be enforceable unless it is in writing and signed by the President of the College or his/her designee.

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**PRINTED EMPLOYEE NAME**

\_\_\_\_\_  
**SIGNATURE OF EMPLOYEE**

\_\_\_\_\_  
**DATE**

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**DATE RECEIVED BY PEOPLE SERVICES**