

RECEIPT OF PERSONNEL MANUAL

I have received a copy of the University Personnel Manual and understand that I am required to read it and become familiar with its procedures. I understand that I am employed “at-will,” both during and after the completion of the probationary employment period, which means that I can be discharged or resign at any time, with or without notice or cause. I also understand that The University retains the right to rescind, change or modify all of the policies and procedures contained in this Manual without prior notice. While I may receive promotions, raises, and the like during my employment, such employment decisions do not change the “at-will” nature of the employment relationship. The “at-will” nature of this employment relationship may not be changed except in writing and signed by both me and a duly authorized representative of The University.

Signature

Date

Printed Name

Employee ID number