

HANDBOOK ACKNOWLEDGEMENT

Please read this page, complete the information at the bottom, sign it and return it to the leader of your employee orientation session or the Office of Human Resources.

- I have received a copy of the Tulane University Staff Handbook. I understand that the Handbook is not a contract. I understand that I should contact the University’s Office of Human Resources for additional information regarding the information in the Handbook.
- I understand that I am employed on an “at-will” basis, which means that either the University or I may terminate my employment at any time, with or without cause.
- I understand that nothing in the Handbook in any way changes my at-will status.
- I understand that the Handbook does not contain every policy or employment practice of the University. I further understand that the Handbook supersedes any and all prior communications, handbooks, memoranda, and notices I may have received regarding the topics covered therein.
- I understand that the University in its sole discretion may make changes to the Handbook at any time, and if changes are made, the University may require an additional acknowledgment from me to indicate that I have been informed of the changes.
- I understand that it is my responsibility to become familiar with and follow the University practices set forth in the Handbook.
- I have received the Summary Plan Description for each benefit plan mentioned in Section VIII of the Handbook for which I am eligible.
- I understand that my violation of any policies and procedures contained in the Handbook is grounds for immediate disciplinary action, up to and including termination.

A reproduction of this acknowledgement appears at the back of this Handbook for your records.

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Employee’s Signature

Employee’s Printed Name

Position or Title

Date

Department