

## ***Acknowledgement of Receipt of Employee Handbook***

ISSUED TO: \_\_\_\_\_  
Print Name

The undersigned hereby acknowledges that he/she received a copy of the *Iowa Wesleyan University Employee Handbook (Effective September 25, 2020)*, or has been directed to the handbook online and the employee has the ability to access the complete online version of the Employee Handbook. The undersigned also understands and acknowledges the following:

- I understand that the *Employee Handbook* does not create an express or implied employment contract. If I am an at-will employee, I understand that my employment may be terminated at any time, for any reason without prior notice.
- I understand that the *Employee Handbook* replaces and supersedes any previous employee, staff, or policy handbook published and issued by the University.
- I understand that I am responsible for reading and understanding the contents of the *Employee Handbook*, including any updates that occur at any time, via paper and/or online versions.
- If I am a faculty member, I understand that I am responsible for reading and understanding the contents of both the *Employee Handbook* and the *Faculty Handbook*.
- I agree to comply with all the policies set forth in the *Employee Handbook*.
- When I am unclear about the policies or procedures in place at Iowa Wesleyan University, I acknowledge that it is my responsibility to seek answers from my supervisor or Human Resources.
- I understand that the policies and procedures contained in the *Employee Handbook* are continually evaluated and may be amended, modified, or terminated at any time and without any advance notice.

I have read and agree to this Acknowledgement. \_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Please return a signed copy of this page to Human Resources to be placed in your personnel file.*