

**ACKNOWLEDGEMENT OF STAFF (NON-FACULTY)
POLICY/PROCEDURE MANUALS**



NAME: _____ **DATE:** _____

DEPARTMENT: _____ **POSITION:** _____

To reduce paper consumption, Willamette University provides an option for employees to receive the employee handbook, which summarizes policies and procedures that apply to staff of the university, in either hard copy or electronic format. Please select a method for receipt of the handbook:

- ☐ Hard Copy
- ☐ Electronic: The staff handbook, along with other policy information, is available at the following URL:

<http://www.willamette.edu/dept/hr/policies/index.html>

*Full time continuing staff will participate in a policy review with the Office of Human Resources. Also, "non-exempt" staff are required to receive time during the work day to read the handbook. In addition, supervisors are required to go through a policy review specific to their status as a supervisor. **Please check all that apply** below so that we can arrange an appropriate time and opportunity to schedule a policy review:*

- ☐ I will be a non-temporary full-time staff member.
- ☐ I will be supervising other employees.
- ☐ I am Classified and/or Non-Exempt.
- ☐ Necesito traducción del manual de pólizas

For non-exempt staff, we will send a referral to your supervisor to complete acknowledging that time has been provided during work to review the handbook. In addition, the Office of Human Resources is prepared to assist those who have difficulty understanding the handbook for whatever reason.

Acknowledgement *By my signature, I acknowledge receipt of the Employee Handbook. I understand that it is my responsibility to read these policies and that I should contact the Office of Human Resources if I have questions or need help in understanding the information in it.*

I understand the information provided is a set of guidelines and is not all inclusive. It does not represent an employment contract, express or implied, nor does it guarantee employment for any specific or definite period of time. In addition, I understand that as circumstances change, the policies and practices described in the handbook may also change. The University reserves the right to change, add to or discontinue any of the policies in this handbook as it deems appropriate.

Employee Signature

Date