



**ACKNOWLEDGMENT RECEIPT  
OF  
EMPLOYEE HANDBOOK**

This is to acknowledge my receipt of the Employee Handbook, which can be found at <http://www.centenaryuniversity.edu/human-resources/employee-handbook/>

The Employee Handbook is designed to introduce you to the University's expectations, policies and benefits as they relate to employees. It is a guideline to Human Resources policies and practices and supersedes any such guidelines previously published. Centenary University retains the unilateral right to change any and all policies and procedures at any time. The policies and procedures contained in the Employee Handbook will be amended as necessary by the University President, Cabinet and/or Board of Trustees to ensure compliance with all applicable federal and state regulations and University operations.

Since the Employee Handbook is a guideline, it is not intended to address all of the possible questions you may have. After consulting the appropriate section of the Employee Handbook, should you still have questions, please ask your Supervisor or contact the Human Resources Department. Please note that certain policies may be updated from time to time and, therefore, may not be incorporated in the Employee Handbook.

---

Date

---

Printed Name

---

Signature