

ROBERT MORRIS UNIVERSITY

Acknowledgement Receipt

2011-2012 Human Resources Policy Guide and 2011-2012 Employee Handbook

Robert Morris University developed the Human Resources Policy Guide to outline the workplace policies, programs, responsibilities, and benefits and the Employee Handbook to outline the expectations, policies, procedures, and resources for eligible employees. If you have any questions regarding the content of either document or have any unanswered questions, please contact the Office of Human Resources.

Robert Morris University reserves the right to revise, supplement, or rescind any policy or portion of the policy guide or handbook from time to time as it deems appropriate, in its sole and absolute discretion. Robert Morris University will notify employees of any revisions or updates to the handbook as they occur.

This policy guide and handbook are neither contracts of employment nor legal documents.

I understand that the 2011-2012 Human Resources Policy Guide and 2011-2012 Employee Handbook are available for review online at the Robert Morris University website (www.robertmorris.edu) and on the RMU Employee Guide on Blackboard. It is my responsibility to read and comply with the policies, procedures, and practices contained in the Human Resources Policy Guide and Employee Handbook and any revisions made to either document.

My signature below certifies that I have entered into my employment relationship with Robert Morris University voluntarily and acknowledges that there is no specified length of employment or any guaranteed specific process prior to termination. I also understand and agree that nothing in this Policy Guide or Handbook creates or is intended to create a contract of any kind or a representation of continued employment. I understand that employment at Robert Morris University is employment "at-will" and that either the University or I can terminate this relationship at will, at any time and for any reason or no specific reason, with or without prior notice.

Employee Name (printed) _____

Employee Signature _____

Date _____