

**EMPLOYEE ACKNOWLEDGEMENT FORM**

I acknowledge that I have been provided the employee handbook of East Georgia State College. I understand that I should consult with my supervisor or the Department of Human Resources regarding any questions not answered in the handbook.

I acknowledge that information in this handbook is subject to change. East Georgia State College reserves the right to modify and eliminate information in this handbook at any time. All changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I acknowledge that I am to understand current policies and should review the employee handbook at least on an annual basis, and that I may access the current Employee Handbook, including revisions made since signing this acknowledgement, at anytime at East Georgia State College website: [http://www.ega.edu/offices/presidents\\_office/policies\\_and\\_procedures\\_of\\_the\\_college](http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college)

Furthermore, I acknowledge that this handbook is neither a contract for employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

PLEASE SIGN THAT YOU HAVE READ AND AGREE TO THE GUIDELINES CONTAINED IN THE EMPLOYEE HANDBOOK AND RETURN THIS PAGE TO THE DEPARTMENT OF HUMAN RESOURCES.

\_\_\_\_\_  
EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT EMPLOYEE NAME