



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

The Lawson State Community College Employee Handbook contains important information pertaining to my employment at Lawson State community College. I understand that I should consult with my supervisor or Human Resources if I have any questions about information contained in the Employee Handbook.

I understand that the information, policies, and benefits described in the Employee Handbook are subject to change and that is my responsibility to review and comply with policies contained in this handbook and any revisions made to it. Revisions/updates will be communicated through official notices. I understand that revised information may supersede, modify, or eliminate existing policies.

I have been provided with the following website address to gain access to an electronic version of the Employee handbook.

[http://www.lawsonstate.edu/human\\_resources/faculty\\_staff\\_online\\_handbook.aspx](http://www.lawsonstate.edu/human_resources/faculty_staff_online_handbook.aspx)

I agree to familiarize myself with its contents and comply with the information therein.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document. I understand that this handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of LSCC.

Employee's Name (printed): \_\_\_\_\_

Employee's Signature: \_\_\_\_\_ Date \_\_\_\_\_