

**ACKNOWLEDGEMENT OF
RECEIPT OF
ANDREWS UNIVERSITY EMPLOYEE HANDBOOK**

I understand that via the Andrews University Human Resources website, http://www.andrews.edu/services/hr/current_employees/handbook/, I have access to the Employee Handbook of Andrews University. I understand it is my responsibility to read the Handbook and become familiar with its policies, benefits and employee responsibilities.

I understand that the Handbook supersedes previous applicable policies, and that the Handbook will remain in effect until amended or updated in the manner provided in the Handbook.

I understand that nothing contained in the Handbook will constitute any employment contract with Andrews University. My employment with the University is at-will and may be terminated by either the University or myself at any time without notice or requirement of cause. Nothing contained in the Handbook is intended to interfere with any rights or benefits protected by law.

I understand that I am responsible for complying with policies, rules and procedures set forth in the Handbook, as amended and supplemented by the University.

Signature of Witness

Signature of Employee

Printed Name

Date