



ACKNOWLEDGEMENT OF RECEIPT OF HMC'S STAFF HANDBOOK

I acknowledge that I have received a copy or am able to access a copy of Harvey Mudd College's staff handbook, have read it, and understand its provisions. I further understand that I may also review the handbook on the College's Human Resources website at www.hmc.edu/hrpolicies by using a computer located at my workstation, department, or home. I understand and agree that if I have a question, I am obligated to ask my supervisor for any clarification of any provisions in the handbook.

Other than the At-Will Employment policy, I further understand that the statements contained in the handbook do not create any contractual or other legal obligations of employment. I also understand that the College may at any time modify, rescind, or revise any policy, benefit, or practice described in the handbook, except for its At-Will Employment policy.

I understand and agree that in the absence of a fully executed individual employment contract that expressly provides otherwise, my employment with the College is at-will and can be terminated by either me or the College at any time without cause or prior notice, and nothing in this handbook should be interpreted to the contrary. Consistent with the At-Will Employment policy, I also understand that the College has the right to transfer, reassign, suspend, or demote a staff member and reduce a staff member's pay and benefits at any time, with or without notice or cause. This is the entire agreement between me and the College on the subject; it supersedes any prior inconsistent representations or agreements.

STAFF MEMBER SIGNATURE

DATE

PRINT NAME

Return to the Office of Human Resources