

I understand that Franklin Pierce University's employee administrative policy manual appears in electronic format and can be found on eRaven, the University's intranet website at (<http://eraven.franklinpierce.edu/s/dept/hr/AdminPolicyManual/AdminPolicyManual.htm>). I understand that I am responsible for reading the University's Administrative Policy Manual, familiarizing myself with its contents, and abiding by the guidelines set forth in the policy manual as well as all other terms and conditions of my employment as established by the University.

I understand that the University has computers available for my use so I can review these policies. I also understand that I can have a member of the University review any policy, procedure or protocol that I do not understand. I may also request printed copy of any policy found in the University's Administrative Policy Manual.

I understand that as a condition of employment, I am responsible for reviewing the Administrative Policy Manual to ensure that I am familiar with any and all changes that may be made. I acknowledge that I will be notified via University email of all changes to this manual and understand it is my responsibility to ensure that my University email account is maintained to accept these notices.

By my signature below, I acknowledge, understand, accept and agree to comply with these policies, guidelines and conditions of employment.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

HR Representative: _____ Date: _____