



FranklinPierce
UNIVERSITY

I understand that Franklin Pierce University's employee administrative policy manual appears in electronic form and that it appears on the University's website (<http://eraven.franklinpierce.edu/s/dept/hr>). 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 manual and all other terms and conditions of my employment as established by the University.

I further understand that I am responsible for periodically reviewing the handbook to ensure that I am familiar with all changes that may be made to this document from time to time. I acknowledge that I will be notified via email of all changes to this policy and understand it is my responsibility to ensure that my email account is maintained to accept these notices.

I also have been given the opportunity to have the Administrative Policy Manual reviewed with me by a member of the Human Resources Team and that I can request from Human Resources a printed copy of any policy.

Employee Signature: _____

Date: _____

HR Representative: _____

Date: _____