

**Staff Handbook  
Acknowledgment and Receipt**

I have received my copy of the Staff Handbook.

The staff handbook describes important information about Gustavus Adolphus College copy of the April 2015 Gustavus Adolphus College Administrative and Support Staff Handbook. I acknowledge my responsibility to read its contents, and understand that:

- The Handbook is only intended to provide a general overview of the College’s human resource policies and does not necessarily represent all such policies or practices in force at any particular time.
- This Handbook, dated April 2015, supersedes and replaces any previous handbooks and written or unwritten policies or practices covering the same or similar objects.
- Neither this Handbook, nor any other written or unwritten policy or practice of the College creates, nor is intended to create, an express or implied contract, covenant, promise, or representation between the College and the employee.

Name: (please print clearly): \_\_\_\_\_ Hire Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_