Carleton College
Handbook/Receipt Form

Staff Handbook Receipt

The Carleton College Staff Handbook is now maintained and continuously updated on the college’s website. Handbooks will no longer be distributed to all employees. Go to the Human Resources web page and click on the Staff Handbook link to view the handbook.

ACKNOWLEDGEMENT

Please read the following and sign the form at the end of the Acknowledgement:

I acknowledge my responsibility to read the Staff Handbook, and understand that:

- I am responsible for complying with the policies, rules, and standards that apply to me;

- I have the opportunity to ask questions to my supervisor or Human Resources on any points which I do not understand or which may confuse me;

- The Handbook is only intended to provide a general overview of the college’s personnel policies and does not necessarily represent all such policies or practices in force at any particular time. The Handbook may be changed at any time;

- I acknowledge that the on-line Staff Handbook includes the most up-to-date information. It is my responsibility to review changes and abide by the latest version of the Staff Handbook;

- Neither this Handbook, nor any 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 Carleton College and the employee. I understand that I remain an employee at will, and that Carleton or I may terminate my employment at any time for any reason.

__________________________________ __________________________
Print Name       Date

_________________________________________
Signature

PLEASE SIGN AND RETURN TO HUMAN RESOURCES.

Human Resources, Strong House
2/6/14