EMPLOYEE ACKNOWLEDGMENT FORM

I, _____, hereby acknowledge receipt of the Allegany College of Maryland Employment Policies. I agree to familiarize myself with all policies and standards of conduct of the College during the course of my employment and to seek answers to questions about any policy or standard that I do not fully understand.

I will keep informed of any changes to these policies and standards as communicated through official methods of communication. I fully understand that failure to comply with these policies may be cause for disciplinary action.

I acknowledge that these policies and standards may be revised, rescinded, or supplemented from time to time and that portions of this manual may become outdated due to changes in policies and procedures after the date I received a copy of said policies.

I understand that these Employee policies are not a contract, nor do they create any contractual rights that would be enforceable by me. Any Employment policies can be changed at any time at the sole discretion of the College.

_____ _____

Employee Signature Date

A loose copy of this acknowledgement form will be presented to the employee for execution and placement into the employee's personnel file. Execution of the form is mandatory.