EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

The Macalester College Employee Handbook is now maintained and continuously updated on the College's internet/web site at: www.macalester.edu/hr/handbook. Accordingly, handbooks will no longer be distributed to all employees. Only Section 12.1, " Community Standards" and portion of Section 13, Health and Safety" of the handbook will be distributed each year due to the nature of the information contained in those sections.

ACKNOWLEDGEMENT

(*Please read the following and sign the form at the end of the Acknowledgement)*

1. *I have received the following copies of the Macalester College Employee Handbook:*
   - *Section 12.1, "Community Standards" (Includes Harassment Policies and Policy regarding Weapons on Campus/Violence.)*
   - *Section 13.2 "Work-Related Injuries"*
   - *Section 13.3 "Emergency Procedures"*
   - *Section 13.7 "Hazard Information"*
   - *Section 13.8 "College Alcohol and Drug Policy"*

   I understand that it is my responsibility as an employee of the College to access the Remainder of the Employee Handbook at the College's Human Resources website at www.macalester.edu/hr/handbook, or on the Reserve at the College Library, or at the Human Resources Office located at 77 Macalester.

2. *I acknowledge my responsibility to read the Employee Handbook and understand that:*
   - *I am responsible for complying with the policies and rules that apply to 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;*
   - *The Handbook, reissued in September 2003, supersedes and replaces any previous Faculty or Staff Handbooks and written or unwritten policy or practice covering the same or similar subjects;*
   - *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.*

Note*: Any employee who does not have a computer work station with internet access is invited to use computer terminals available at the College library, or by appointment, the Human Resources Department office in 77 Macalester will have a computer terminal available during normal working hours.*

Employee Signature	*Date*