

Staff Handbook Acknowledgement

The Staff Handbook is located online at <http://www.bsc.edu/administration/humanresources/handbook/index.htm>. Printed copies of the Staff handbook are available in offices where employees do not have regular computer access.

I have reviewed the Staff Handbook and I am aware that the College's policies and procedures are not intended to be all-inclusive and are subject to change by the College at any time with or without notice. The policies and procedures are not an express or implied contract of employment.

I acknowledge my responsibility to periodically review the Staff Handbook for changes, additions, or deletions. I understand that revisions to the Handbook will be distributed electronically and printed copies of revisions will be available for review in offices where employees do not have regular computer access.

I understand that my employment is terminable at any time, at will by me or by the employer. I understand that no one has the authority to enter into any contract for employment with me on behalf of the College unless the contract is in writing and signed by the President.

Name: _____

Signature: _____

Date: _____

Please return to Human Resources, Box 549090.