

## ACKNOWLEDGMENT

I acknowledge that I have accessed the Employee Handbook on the intranet at <http://www.doane.edu/FacStaff/Info/>. I acknowledge that I have read and had an opportunity to discuss the Employee Handbook. I understand that the Handbook governs my conditions of employment at Doane College (“College”). I understand that the Handbook does not create a contract for employment. I further understand that the Handbook does not alter any employee’s status as an “at will” employee. Either the employee or the employer may terminate the employment relationship at any time.

I agree to abide by the policies contained in the Handbook. I further recognize that the Handbook is updated from time to time and I agree to abide by the policies as amended from time to time.

I understand that the College retains the authority to interpret the Handbook policies and to determine the applicability or inapplicability of the policies to any given situation. In the event of a personnel issue that is not covered by the Handbook, I understand that the College shall have the right and power to address the issue as the College deems necessary or advisable.

Finally, I understand that the College’s determination of all personnel issues is final and binding.

\_\_\_\_\_  
Employee’s Signature

\_\_\_\_\_  
Date