

UNIVERSITY *of* DUBUQUE

Acknowledgement of Receipt of Employee Handbook

I _____ (name), acknowledge a current copy of University of Dubuque Employee Handbook is available on the University Intranet or by contacting the Human Resources Department. I understand I am responsible for reading, being familiar with its contents, and keeping myself updated.

I further acknowledge and understand that:

- My employment with University is ***AT-WILL***;
- Neither this Handbook nor any of the contents or employment practices set forth herein creates a contract of employment between the University and I, and is not intended to create and should not be construed as creating an express or implied contract of employment;
- Only a signed writing executed by the President of the University may be binding on the University and effective in creating an employment obligation other than employment ***AT-WILL***;
- This Handbook does not guarantee employment for any definite period of time;
- As an ***AT-WILL*** employee I may be terminated from employment and may terminate my own employment with or without cause and with or without notice; and
- University retains the right to modify, interpret or cancel in whole or in part any of the published or unpublished policies of the University, including those contained within the Handbook, without providing me with notice or additional consideration.

I have been given the opportunity to ask questions regarding the contents of this Handbook and will direct any questions regarding the Handbook to the head of my department or the Director of Human Resources.

Signature: _____

Printed Name: _____

Date: _____