

Handbook Acknowledge

I hereby acknowledge that I have received a copy of the St. Mary's College of Maryland employee handbook. I understand that it is my responsibility to read the handbook and to make an appointment with my supervisor and/or the Office of Human Resources in reference to any questions, concerns, or issues I have relating to the policies contained in the employee handbook.

Once you've completed and saved this form, please email your document to: hr@smcm.edu

Employee Printed Name

Employee Signature

Date