

**RECEIPT AND ACKNOWLEDGMENT OF HANDBOOK**

PLEASE PRINT:

Name:

Department:

I am aware of the location of the online handbook *for the Staff of Claremont Graduate University* (<https://mycampus.cgu.edu/web/human-resources/reports-and-policies> ). I understand that this Handbook contains important information about CGU's general personnel policies and about my privileges and obligations as an employee. I agree to read and comply with this Handbook during my employment at CGU. I further understand that the Handbook may be amended at any time and CGU may rescind or add to any policies, benefits, or practices described in the handbook at any time, in its sole and absolute discretion, with or without prior notice. CGU will advise employees of material changes within a reasonable time.

I further understand that I am an at-will employee and that the Handbook is neither a guarantee nor a contract of employment. I understand that I have the right to resign at any time with or without good cause and with or without notice. Likewise, I agree that CGU retains the right to terminate my employment, suspend, demote, or otherwise alter the conditions of my employment at any time with or without notice and with or without good cause.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_  
*Please retain a copy of this acknowledgment for your records.*