

## **Employee Handbook Acknowledgement**

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I have received a copy (hard copy or access to electronic version) of the Queens University of Charlotte Employee Handbook. I agree to read it thoroughly. I understand that if there is any policy or provision in the Employee Handbook I do not understand, I am encouraged to seek clarification from the Director of Human Resources. I understand that my employment is at-will and nothing in this Handbook, in any way, creates an expressed or implied contract of employment. I understand that the Handbook is an overview of policies, procedures and benefits in effect as of the date of publication, and that the policies, procedures and benefits to which it refers may be amended, modified or discontinued at any time for any reason by the University, at its sole discretion, without notice. I understand that either the University or I can terminate my employment at-will at any time, with or without cause and without notice.

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Employee Signature

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Employee Name (printed)

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Date