

PART-TIME/TEMPORARY EMPLOYEE ACKNOWLEDGEMENT FORM

Last Name

First Name

Middle Initial

Campus Department

I understand that as a Part-Time/Temporary Staff Employee, I serve at the pleasure of the President of Georgia Perimeter College and may be terminated at anytime with or without cause. I do not have the right to appeal such a decision.

I hereby acknowledge receiving information about the **Georgia Perimeter College Part Time Employee Handbook** found at <http://iapps.gpc.edu/ehandbook/>. I understand that this handbook is NOT intended to be a contract of employment; it is intended as an informational tool and guide. Official Board of Regents policies and Georgia Perimeter College procedures take precedence in cases of conflict.

In addition to the signed forms and supporting documents I have provided my hiring manager, I acknowledge receiving the following items in my **Part-Time Employee Information** packet:

- **Getting Start at GPC** instruction sheet
- **University System of Georgia Ethics Training Memorandum**
- **Mandatory Right-to-Know Training** flyer
- **Workers Compensation Panel of Physicians** list
- **Universal Availability Notice Form**
- **PLAN - Georgia Perimeter College 403(b) and 457(b) Retirement Plans** brochure
- **Workers Compensation Managed Care Organization** pamphlet

- **Hazardous Chemical and Right-to-Know Program – Employee Information** booklet
- **Drug-Free Workplace – Employee Information** booklet
- **Public Mental Health Services Available in Metro Atlanta** pamphlet
- **Substance Abuse** information list

By signing this form, I acknowledge receipt of the aforementioned items and the at-will nature of my employment.

Signature & Date