



LOS ANGELES COMMUNITY COLLEGES
HUMAN RESOURCES
770 WILSHIRE BOULEVARD
LOS ANGELES, CA 90017

**CERTIFICATION OF RECEIPT OF
 UNCLASSIFIED EMPLOYEE HANDBOOK**

This form is used by the unclassified employee and his/her supervisor to certify receipt and discussion of the Unclassified Employee Handbook.

I certify that I have received the Unclassified Employee Handbook and acknowledge that my supervisor has discussed the information in this handbook with me. I understand that I am responsible for the performance of the duties of my unclassified assignment in accordance with the information contained in this handbook.

 Employee Name (Print)

 Employee Number

 Worksite Location

 Employee Signature

 Date

 Supervisor Name (Print)

 Supervisor Signature

 Date

INSTRUCTIONS

1. The Supervisor provides the employee with a copy of the Unclassified Employee Handbook and discussed the handbook information with the new employee.
2. The employee completes, signs and dates this form, certifying receipt and discussion of the handbook information.
3. The Supervisor signs and dates form and forwards it to: **Services Unit, DO Human Resources.**