ACKNOWLEDGMENT

I will immediately and carefully read this Employee Handbook which includes the affirmative attendance policy. I agree as a condition of my employment to abide by these policies. I understand that these policies may change and that I will be informed of these changes in writing either by means of hard copy or electronic communication. I agree also to abide by such changes. I further understand that any violation of these policies may result in disciplinary action.

_____ _____

Printed Name of Employee

Last 4 Digits of your Social Security Number

_____ _____

Date

Employee Signature

File this page in the employee's personnel folder in the Division of Personnel and Administrative Services.