



## Guidelines Acknowledgement of Receipt of Web Access Instructions

I acknowledge that I have received directions for accessing the Guidelines for the University of Richmond Staff on the Human Resources website (<http://hr.richmond.edu/policies/index.html>) and for the Faculty Handbook on the Provost website (<http://facultyhandbook.richmond.edu/>). I understand that the Guidelines and the Handbook contain general information and that I should consult the Human Resource Department if I have questions. I acknowledge that neither these Guidelines, the Handbook nor any other University policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

I understand that the University of Richmond may modify, suspend, interpret or cancel policies or practices at its sole discretion. Such revised information will be posted on the Human Resources web page and may supersede, modify or eliminate existing policies.

I understand and agree that I am responsible for reading and complying with the policies and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent upon following those policies.

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Signature

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Print Name

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Date

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