



Acknowledgment of Receipt of Employee Guidelines 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 and for the [Faculty Handbook](#) on the Provost website. I understand that the Guidelines and the Handbook contain general information and that I should consult the Human Resources 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.

Signature

Print Name

Date