

ACKNOWLEDGMENT
STAFF HANDBOOK

I understand that the *Staff Handbook* (updated October 2019) located at: https://www.atu.edu/hr/docs/Staff%20Handbook%20-%20FINAL%2009_24_2019.pdf contains the general employment-related policies and procedures for Arkansas Tech University employees who work on the Russellville, Ozark, or ATCC campus.

I will familiarize myself with the information contained therein and I acknowledge that all policies, procedures, and guidelines set out in the Handbook are subject to review, revision, and modification by the Board of Trustees at its discretion.

I will also familiarize myself with the Sexual Misconduct Policy (pages 40-57) and the Clery Act information located here (Russellville Campus):

<https://www.atu.edu/securityact/docs/CampusSecurityReport2019.pdf>. Ozark Campus:

<https://www.atu.edu/ozark/psafe/docs/2019%20Clery%20Report%20Ozark.pdf>

(Signature)

(Print Name)

(Date)

PLEASE SIGN AND RETURN THIS FORM TO THE HUMAN RESOURCES OFFICE, ROOM 434, BROWN BUILDING. THIS SIGNED FORM WILL BE RETAINED AS PART OF YOUR PERMANENT RECORD.