



Staff Member Acknowledgement Form

The staff policy handbook contains important information about Drury University, and I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook.

I have entered into my employment relationship with Drury voluntarily and acknowledge that there is no specified length of employment. **I or Drury can terminate the relationship at will, with or without cause, at any time.**

I acknowledge that the information, policies, and benefits described in the handbook are necessarily subject to change, in Drury's sole discretion, except in the case of Drury University's policy of employment-at-will. I understand that the revisions may supersede, modify, or eliminate existing policies.

I acknowledge that this handbook is not a contract governing the terms of my employment. I have reviewed the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I also understand that the handbook is general in nature, and that its policies and procedures may be applied, not applied, or modified in any given case in accordance to and at the absolute discretion of the university. The handbook is a guide, a description of general policies, not a set of rigid rules to govern every case.

EMPLOYEE'S NAME (printed): _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____ EMPLOYEE'S ID: _____