Hampshire College
Acknowledgement of Receipt
Employee Policy Manual

I acknowledge that I have received the link to the website to access the **Hampshire College Employee Policy Manual**, https://intranet.hampshire.edu I acknowledge that I am responsible for reading and making sure that I understand the contents of these materials.

I also acknowledge that there are additional College policies that I must abide by and about which I must remain updated. I agree to check the College's website, **www.hampshire.edu**, on a regular basis, for the most current policies. If I lack the means to access this website, I agree to regularly consult with my supervisor to stay current on College policies, and to request from Human Resources copies of any current or updated policies that are available on the website.

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Print Name Department

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Signature Date of Receipt