

HITSS Handbook Acknowledgement Form:

Acknowledgment of Receipt


Version 2.0

The HITSS Employee Handbook contains important information about the HITSS Program, and I understand that I should consult the Program Manager and/or Deputy Program Manager regarding any questions.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. Once I have had an opportunity to read the handbook, and I understand that I may ask my supervisor, Program Manager, or Deputy Program Manager questions I might have concerning the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Program following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the HITSS Program Employee Handbook; I understand that I am expected to read the entire handbook and sign two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to Program Admin/PP&C. I understand that this form will be retained in my personnel file.

 11/13/2017
Signature of Employee Date

Aminata Barrie
Employee's Name - Printed