

# Receipt & Acknowledgment of Cabrini University Employee Handbook

Effective Date August 31, 2023



The Cabrini University Employee Handbook is available in the portal.

This Handbook is an important document intended to help you become acquainted with Cabrini University. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances might call for individual attention.

Because basic trends, legislation and economic conditions are always changing, the contents of this Handbook may be changed at any time at the University's discretion. No changes in any benefit, policy, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have employees and on Cabrini University.

Please read the following statement and sign below to indicate your acknowledgement of the electronic version of the Cabrini University Employee Handbook.

- I have received directions to access the electronic version and read a copy of the Cabrini University Employee Handbook. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of Cabrini University at any time. I understand that this Handbook replaces (supersedes) all other previous handbooks for Cabrini University.
- I further understand that my employment is terminable at will, either by myself or Cabrini University, regardless of the length of my employment.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of Cabrini University.
- I am aware that, during the course of my employment, confidential information may become available to me. I understand that this information must not be given out or used outside of my employment with Cabrini University.
- I understand that, should the content in this Handbook be changed in any way, Cabrini University will notify me of such changes and make replacement pages available.
- I understand that my signature below indicates that I have read and understand the above statements and have received directions to access a copy of the Cabrini University Employee Handbook.

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Human Resources Representative

\_\_\_\_\_  
Date

The signed original copy of this agreement will be filed in your personnel file.