



Employee Handbook

Please:

1. Read.
2. Sign on signature line.
3. Print your name, the date, and your Employee ID Number.
4. Return completed receipt to Human Resources.

Acknowledgement

I acknowledge that I have been informed of the Western Michigan University Employee Handbook. I understand it is my responsibility to review this handbook. I understand that the University reserves its right to change policies, procedures, benefits and other provisions found in this Handbook at any time, and that a reasonable attempt will be made to notify me of such changes. I also understand that this handbook can be found on the WMU Human Resources Web site (wmich.edu/hr/policies/handbook/) and that subsequent modifications will appear online. Where discrepancies occur the online version shall supersede any printed version.

Signature

Date

Name (please print)

Employee ID#

This completed receipt becomes part of your University employee file.