

STAFF HANDBOOK RECEIPT ACKNOWLEDGEMENT

I acknowledge that I have full and convenient access to the Seattle Pacific University Staff Handbook (“Handbook”) via the Office of Human Resources’ home page (<http://www.spu.edu/depts/hr>).

I understand the University may amend, rescind, or add to any policies, benefits, or practices described in the Handbook at its sole discretion from time to time, with or without prior notice.

I agree that this Handbook is not intended to be an express or implied contract; rather, it is a general statement of University policy.

I understand and agree that my employment at the University is “at will” and may be terminated either by me or the University at any time for any reason, with or without cause and with or without prior notice.

I reaffirm that I personally support and agree with the Statement of Faith of Seattle Pacific University (a copy of which was provided to me as part of the University’s Employment Application).

I agree to abide by all the policies and procedures described within the Handbook.

I agree that the University may deduct from my paychecks any amounts I owe to the University.

NOTE: CAREFULLY READ BEFORE SIGNING

Employee Signature

Print Name

Today’s Date

Please sign and return this form to the Office of Human Resources. Thank you.