



Employee Handbook Receipt Acknowledgement

The *Hagerstown Community College Employee Handbook* is available in electronic form on the College's website.

To access the electronic copy, click on:

- HCC Home Page on Internet Explorer or Firefox
- Log into the site
- Click on "Faculty and Staff"
- Click on "Employee Handbook" under Popular Links on the right sidebar of the faculty/staff page

I acknowledge:

- I have been provided with instructions to access the HCC handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.
- I understand the information in this handbook is subject to change and that changes in college policies may supersede, modify, or render obsolete the information summarized in this handbook. As the college provides updated policy information, I accept responsibility for reading and abiding by the changes.
- I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.
- I understand that I have an obligation to inform my supervisor or department head of any changes in personal information, such as phone number, address, etc.
- I also accept responsibility for contacting my supervisor or the Director of Human Resources, if I have questions or concerns or need further explanation.

Signature

Date

Name (Printed)