



## Faculty and Staff Handbook Acknowledgment

I, \_\_\_\_\_ acknowledge that I have received a copy of the CMSa2/ AA-SPA Faculty and Staff Handbook on \_\_\_\_\_date. I understand that this employee handbook replaces any and all prior verbal and written communications regarding CMSa2 working conditions, policies, procedures, appeal processes, and benefits.

I understand that the working conditions, policies, procedures, appeal processes, and benefits described in this handbook are confidential and may not be distributed in any way nor discussed with anyone who is not an employee of CMSa2

I have read and understood the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with CMSa2.

I understand that if I have questions or concerns at any time about the handbook I will consult my immediate supervisor or the Executive Director.

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Please read this Handbook carefully to understand these conditions of employment before you sign this document.

---

Employee Signature

---

Date