

Staff Handbook Sign-Off Form

All staff must sign and return a copy of this memo to the Office of Human Resources no later than seven days following the receipt of this memo. The signed memo will be placed in the employee's personnel file and will serve as a record of acknowledgement of the following:

1. I acknowledge that I have received notification that the TWU Staff Handbook is available on the TWU Web Site and the TWU University Policy Manual is located within the TWU Portal at <https://portal.twu.edu/policies/>. I also understand that additional HR related policies are located online.
2. I understand that the Staff Handbook describes important information about Texas Woman's University, and I agree to read the entire Staff Handbook. I agree to abide by all policies and procedures contained and referenced in the Staff Handbook. If I have any questions about the Staff Handbook, TWU Policies and Procedures, or about other issues regarding my employment, I will consult my supervisor, or the Office of Human Resources.
3. I understand that it is my responsibility to notify my supervisor, or the Office of Human Resources, if I do not have access to the Internet. A printed copy of the Staff Handbook will be provided by your department.
4. I understand and agree that my employment with TWU is at-will, that is, both the University and I are free to terminate my employment at anytime, with or without cause or advance notice. I understand that while other personnel policies, procedures, and employee benefits of TWU may change from time to time at TWU's discretion, this at-will employment relationship can only be changed by an express written employment contract signed by the Chancellor and President.
5. I understand that the contents of the Staff Handbook are subject to changes in existing and applicable state and federal laws and regulations as well as changes by the University to TWU Policies.

(Employee's Name-**Printed – name must be legible**)

(Date)

(Employee's Signature)

Please return to the Office of Human Resources