



University of Notre Dame Human Resource

Policy Manual Acknowledgement

The Human Resource Policy Manual is the official source of policies and procedures for administrators and staff relating to their employment relationship with the University. It is also a supervisory guide for the consistent application of University policies in the daily management of individual departments and work groups. The manual is not inclusive of all University policies, practices, or procedures. Individual departments may establish additional policies or practices specific to their units based on operational needs. The policies, procedures and benefits described in the Manual may be revised from time to time at University discretion. In all instances, where official benefit plan texts, trust agreements, or master contracts exist, they shall be controlling. The Human Resource Policy Manual is not intended to be a contract of employment, express or implied, between any employee and the University of Notre Dame.

The Human Resource Policy Manual is located on the Human Resources web site at the following location: <http://hr.nd.edu/policy/> Copies of individual policies may be printed directly from the web site or requested from a supervisor.

By signing this form, I acknowledge having received information about the Human Resource Policy Manual and the location(s) where the manual may be viewed or obtained, and I acknowledge having been advised to review the Manual, including the following University policies:

Conflict of Interest

Consensual Relationships

Protection of Children

Drug and Alcohol Testing

Drug Free Schools Policy Statement

Drugs and Alcohol

Equal Employment

Opportunity/Affirmative Action

Firearms and Other Weapons

Notice of Non-discrimination

Responsible Use of Information

Technology

Sexual and Discriminatory Harassment

Smoking

Violence in the University Community

Employee Signature

Employee Name (Print)

Date Signed

Department

NDID

Revised August 2018