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

Firearms and Other Weapons
Notice of Non-discrimination
Responsible Use of Information Technology
Sexual and Discriminatory Harassment
Smoking
Violence in the University Community

Drug and Alcohol Testing
Drug Free Schools Policy Statement
Drugs and Alcohol
Equal Employment Opportunity/Affirmative Action

______________________________  ________________________________
Employee Signature                                           Employee Name (Print)

______________________________  ________________________________
Date Signed                                                        Department

NDID                      Revised August 2018