

# Southwestern Oklahoma State University Acknowledgement of Receipt of Staff Handbook & Disclaimer

This Handbook is designed to acquaint you with Southwestern Oklahoma State University (SWOSU) and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. This Handbook is for informational purposes only and does not constitute an employment contract. It is your responsibility to read, understand and comply with all provisions of the Handbook. It describes many responsibilities of employment and outlines the programs developed by SWOSU to benefit its employees.

This Handbook supersedes and replaces all previous Southwestern Oklahoma State University staff handbooks.

No employee handbook can anticipate every circumstance or question about policy and procedure. Rather, this Handbook is intended to serve as a guide for the daily activities of Southwestern Oklahoma State University. SWOSU reserves the right to revise, supplement, or rescind any segment or portion of the Handbook from time to time as it deems appropriate, in its sole and absolute discretion. The policies presented in this Handbook may not be amended, deleted or supplemented orally. The express written approval of the President, Vice-President of Administration and/or the Director of Human Resources is the only manner in which this Handbook may be officially altered.

Excluding the President, all Vice Presidents and directors, Southwestern Oklahoma State University is an "at-will" employer. The contents included in this Handbook in no way modify or amend the right of SWOSU as an at-will employer in originating or terminating employment of personnel. At-will employment defines no specified term and is terminable at the will of either the employee or the employer. Only the President of the University may alter your employment at-will status and he/she will only do so in writing. No other process, expressed or implied, will negate the right of SWOSU to terminate employment at any time without notice and without cause. Disciplinary procedures in the Handbook are advisory and not binding and may be adjusted or modified at the discretion of the President and/or his/her designee.

Employees who have questions that are not addressed by this Handbook should contact their supervisor or the Human Resources Office.

**By signing this form,** you acknowledge your duty to read the Staff Handbook and that you have access of the Staff Handbook on the SWOSU web site. However, at any time you may request a CD or hardcopy of the handbook. Additionally, you recognize that portions of the Staff Handbook may periodically be revised, supplemented, or rescinded with or without advance notice. You may not be notified personally of such modifications. Therefore, to ensure you are reviewing the most current version, you should refer to either the Human Resources Office or the Staff Handbook listed on the SWOSU web site.

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(Employee Signature)

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(Date)

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(Employee Name Printed)