



I understand that the St. Bonaventure University Governing Documents appear in electronic format and can be found on my.sbu.edu under the HR/Payroll tab. I also understand that I am responsible for reading the University's policies, familiarizing myself with their contents, and abiding by the guidelines set forth in this manual as well as all other terms and conditions of my employment as established by the University.

I understand that the University has computers available for my use so I can review these policies. I also understand that I can have a member of the University review any policy, procedure or protocol that I do not understand. I may also request a printed copy of any policy found within the Governing Documents.

I understand that as a condition of employment, I am responsible for reviewing the Governing Documents to ensure that I am familiar with any and all changes that may have been made. I acknowledge that it is my responsibility to ensure that my University email account is maintained to accept these notices.

By my signature below, I acknowledge, understand, accept and agree to comply with these policies, guidelines and conditions of employment.

Employee Name (Please Print): _____

Employee Signature: _____ Date: _____

HR/PR Representative: _____ Date: _____