



**HUMAN RESOURCES NEW HIRE POLICY REVIEW ACKNOWLEDGMENT**

EMPLOYEE NAME \_\_\_\_\_

DEPARTMENT \_\_\_\_\_

JOB TITLE \_\_\_\_\_

I have been provided the opportunity to review the University-wide and Human Resources policies, including those related to Family and Medical Leave Act and Sexual Harassment. I understand I am responsible for compliance with RMU's policies and procedures and any periodic updates or revisions that may be made.

I understand these policies are prepared for informational purposes only and do not constitute a contract between Robert Morris University and its employees and should not be construed as such, and that the policies contained may be changed or amended at any time, with or without notice.

Employment is at the mutual consent of the employee and Robert Morris University. Any University employee whose employment is not governed by the terms of a written contract is considered to be an "at-will" employee. Although the University hopes that employment will be mutually satisfactory, the employee is free to resign at any time, just as the University is free to terminate employment at any time. No manager or supervisor in the university, other than the President, is authorized to enter into any employment contract (written or oral) with any employee.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

HR Representative \_\_\_\_\_ Date \_\_\_\_\_