

**Davis Applied Technology College: A Utah College of Applied Technology Campus
Personnel Policy and Procedures Manual
Employee Acknowledgment Form**

I, the undersigned employee of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus), hereby acknowledge that I have (please initial one or both):

_____ received a copy of the College Campus Personnel Policy and Procedures Manual.

_____ received instructions on how to electronically access the College Campus Personnel Policy and Procedures Manual, and that I have access to computer equipment which I may use to electronically access the Manual.

I understand that it is my responsibility to read the Personnel Policy and Procedures Manual and to comply with the policies, practices, and rules of employment of the College Campus.

I understand that these policies and procedures may be updated and modified from time to time. Further, I understand that, if I desire, I may provide input on personnel policy and procedure modification through a team member or myself by way of the College Campus Employee Input Team. Notice of updated or modified personnel policies and procedures will be provided to employees through e-mail or other written notice.

Name _____
(please print)

Signature _____

Date _____