Associated Students, Inc.
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ACKNOWLEDGEMENT OF RECEIPT OF HUMAN RESOURCES POLICY MANUAL

The Human Resources Policy Manual contains the employment policies of Associated Students, Inc. There are two manuals available, one is for part-time employees and the other is for full-time employees. The policy manuals are located on the ASI Website located at http://www.asi.csus.edu/employment/current-employees/employee-forms/ or in the lunch/break areas of the following ASI departments: Children's Center, Peak Adventure's, Student Engagement and Outreach, the Government Office, the Business Office or the Aquatic Center.

Employees are expected to read either the full-time or part-time manual (depending on the employee's status) within 10 days of signing this acknowledgement. **Failing or refusing to provide this acknowledgement does not exempt you from knowing and complying with the policy contents. If you do not complete this acknowledgement, you are still subject to all policies set forth by the manual.** Your acknowledgement will be recorded in your employment file.

This manual supersedes all previously established policies and procedures, written and oral. These rules, regulations, and policies or any other Company plans and programs are not intended to and do not constitute an expressed or implied employment contract or create any type of property interest by an employee in a position with the Company. Rather, they are intended to provide only guidelines to the Company's general rules and policies for the purpose of fostering a better work environment while the employer/employee relationship exists.

This manual does not, in any way, create a contractual relationship between the Employee and ASI. **ALL EMPLOYEES ARE EMPLOYEES AT-WILL**. This manual only provides guidelines to assist the Employee. It is not intended to be exhaustive of every Company policy or procedure. Moreover, the Company reserves the right to, at any time, to modify, add, or delete any Company policies, procedures, or benefits as it deems fit, with or without notice.

As an employee, it is your responsibility to read this manual, to clarify with the Human Resources Department anything you do not understand.

I acknowledge that I am aware of how to access the ASI Human Resources Policy Manual and understand that I am expected to read, understand, and adhere to the company policies contained therein. I also understand that neither this handbook nor any other communication by a management representative, whether oral or written, is intended to create a contract of employment, and does not constitute a contract of employment.

_____ _____
Signature Date

_____
Print Name