Reset

Receipt & Acknowledgment of Cabrini College Staff Handbook

The handbook may be found on the Human Resources Website located at http://www.cabrini.edu/hr. This Handbook is an important document intended to help you become acquainted with Cabrini College. This Handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because basic trends, legislation and economic conditions are always changing, the contents of this Handbook may be changed at any time at the College's discretion. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have employees and on Cabrini College.

Please read the following statement and sign below to indicate your acknowledgement of the electronic version of the Cabrini College Staff Handbook.

- I have received directions to access the electronic version and read a copy of the Cabrini College Staff Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of Cabrini College at any time. I understand that this Handbook replaces (supersedes) all other previous handbooks for Cabrini College as of November, 2009.
- I further understand that my employment is terminable at will, either by myself or Cabrini College, regardless of the length of my employment.
- I understand that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of Cabrini College.
- I am aware that during the course of my employment confidential information may become available to me. I understand that this information must not be given out or used outside of my employment with Cabrini College.
- I understand that, should the content in this Handbook be changed in any way, Cabrini College will notify me of such changes and make replacement pages available.
- I understand that my signature below indicates that I have read and understand the above statements and have received directions to access a copy of the Cabrini College Staff Handbook.

Employee's Printed Name	Position
Employee's Signature	Date
Human Resources Representative	Date

The signed original copy of this agreement will be filed in your personnel file.