

**EMPLOYEE ACKNOWLEDGEMENT** Appendix A  
**for the Kentucky Wesleyan College Employee Handbook**

I acknowledge that I have been provided with the website address (<https://intranet.kwc.edu/human-resources/employee-handbook/>) to access the Kentucky Wesleyan College Employee Handbook (“the Handbook”), and I understand that I may request a paper copy of the Handbook from Human Resources.

As an employee of Kentucky Wesleyan, I understand and agree that I am required to abide by the rules and policies of the College, including but not limited to those in this Handbook. It is my responsibility to read and obtain clarification if necessary about the various policies and procedures. I understand that the Employee Handbook is intended to provide an overview of the personnel policies and procedures of the College and is not intended to represent all policies or possible applications. At any time, the College may add, change, or rescind any policy or practice at its sole discretion, with or without notice. Upon posting, the most recent version of this Handbook supersedes all previous versions. It is the responsibility of each employee to stay informed of policies and procedures affecting them. I know that this Handbook and other College-related documents are available on the Wesleyan intranet and website and that it is my responsibility to check this source regularly for changes.

I also understand that nothing in this Handbook constitutes an employment contract, expressed or implied, but rather serves as a guide to some policies of the College. I further agree that these policies and practices do not create any express or implied employment contract or covenant of any type between the College and me.

By signing below, I certify that I have read, understood, and agree with all the statements above.

\_\_\_\_\_  
Employee name (please print)

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

Please complete and return this acknowledgement to Human Resources within 14 days of hire.