

**ACKNOWLEDGMENT  
OF EMPLOYEE REVIEW & UNDERSTANDING OF  
THE DONNELLY COLLEGE EMPLOYEE HANDBOOK CONTENTS**

I, the undersigned employee of Donnelly College, acknowledge that I have read and understand the contents of the Donnelly Employee Manual, and that I have had the opportunity of contacting a member of the administration to ask questions. I understand that it is my responsibility to comply with the policies and procedures contained in the Employee Manual adopted by Donnelly College, and that the contents may be amended or revised from time to time by Donnelly College.

I acknowledge that the policies and procedures in the Manual do not establish a contractual relationship between Donnelly College and me regarding the terms and conditions of my employment, nor do they guarantee my continued employment under any circumstance. (The employee manual and attachments are separate from a written faculty employment contract signed on behalf of both Donnelly College and the employee.) I understand that no statements (whether verbal or written) or other representations or promises, regardless of by whom and when made, shall be effective to modify the "at will" nature of my employment with Donnelly College.

I recognize that any of the policies, procedures or benefits described in the Manual or otherwise adopted by Donnelly College may be added to, changed, revised, eliminated, or deviated from at any time by Donnelly College, without prior notice, at the sole discretion of Donnelly College. Best efforts will be made to communicate changes to the Donnelly community.

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Employee's Signature

Date