

### **ACKNOWLEDGEMENT OF RECEIPT OF HANDBOOK**

This is to acknowledge that I have received a copy or read the internet version of the Columbia College Employee Handbook. I understand it contains important information on the College's policies, procedures, rules, regulations, and benefits, that it is my responsibility to familiarize myself with the material in the handbook, and that my business conduct will be governed by its contents.

The most recent version of this handbook can always be viewed at online at: <http://www.ccis.edu/humanresources/handbook>.

I further understand that Columbia College reserves the right to modify, revoke, suspend, terminate or change any and all such rules, regulations, plans, policies, procedures and/or benefits, in whole or in part, at any time, with or without notice.

---

Employee's Signature

---

Date

---

Employee Printed Name