

## EMPLOYEE HANDBOOK MEMO

This memo is to inform you that the employee handbook is accessible online.

- **Full time benefited employees** may access the applicable handbook located at: <http://www.foundation.csupomona.edu/hr/handbook.aspx>.
- **Part time / temporary / on-call employees** may access the applicable handbook located at: <http://www.foundation.csupomona.edu/hr/handbook.aspx>.
- **Student employees** must inquire within their department to see if a student handbook is available and/or specific policies and procedures relevant to their department.

Your signature below is your agreement to access our website, replacement website if applicable, or request a copy from your supervisor and read the contents of the Employee Handbook. Note: HR will provide you a hardcopy of the full time benefited and/or part time/temporary/on-call handbook upon your request or if you do not have internet access.

Should you have any questions or concerns at any time, or if you prefer a hard copy version of the Employee Handbook, please do not hesitate to call Human Resources at extensions 4378, 2953 or 3764. We are here to serve you.

Please return this signed form to Foundation Human Resources.

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### Acknowledge of Receipt

I agree to thoroughly read the applicable Employee Handbook within 30 days of starting employment with Cal Poly Pomona Foundation, Inc. As an employee of the Foundation, I agree it is my responsibility to read and follow the procedures, practices, and benefits contained in the Employee Handbook and in other company documents.

I understand and agree my employment with Cal Poly Pomona Foundation, Inc., is "at-will" and the Foundation reserves the right to modify, add, or delete any or all policies, practices and/or benefits described in this Employee Handbook, and in other company documents.

I understand and agree that nothing in the Employee Handbook creates or is intended to create a promise or contract for continued employment.

Please check the box next to the correct statement below.

☐ **I have access to the internet** and do not require a printed Employee Handbook because I will read it on-line.

☐ **I do not have access to the internet** and need (or desire) a printed version.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Department

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date