Acknowledgement and Agreement

I understand that via the Pittsburg State University Human Resources website, http://www.pittstate.edu/hr/policies-and-proceedures/, I have access to the policies and procedures of Pittsburg State University. I understand it is my responsibility to read the policies and procedures and to abide by the rules, and standard they set forth.

I understand that misunderstandings or conflicts can arise in any work environment and that it is important that conflicts be resolved before serious problems develop. I acknowledge that if I believe a persistent situation is detrimental to Pittsburg State University or myself, I can find the conflict resolution procedure via the Pittsburg State University Human Resources website, http://www.pittstate.edu/policy/human-resources/conflict-resolution-grievance-procedure.html.

I understand that, unless I am appointed to a position covered by a Memorandum of Agreement with a certified employer organization, the policies and procedures on the Human Resources website supersede all prior agreements, understandings, and representations concerning my employment with Pittsburg State University. I acknowledge that the on-line policies and procedures include the most up-to-date information, and it is my responsibility to review the policies and procedures. I may contact HR, x4191, for assistance with policies and procedures if needed.

_____

Employee Name (printed)

_____ _____

Employee Signature Date