

# EMPLOYEE ACKNOWLEDGEMENT & RECEIPT OF NMHU PERSONNEL POLICIES & PROCEDURES MANUAL

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PLEASE READ THE NEW MEXICO HIGHLANDS UNIVERSITY PERSONNEL POLICIES AND  
PROCEDURES MANUAL AND KEEP FOR FUTURE REFERENCE.

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I have received a copy of the Personnel Policies and Procedures Manual approved in 1990 by the Board of Regents including subsequent future revisions. I understand that these policies supersede all previously dated personnel policies.

I understand that these policies are a general guide and that the provisions of these policies do not constitute an employment agreement or a guarantee to continued employment. While every effort will be made to do otherwise, I understand that New Mexico Highlands University through the President, reserves the right to change the provisions of the NMHU Personnel Policies and Procedures Manual at any time through appropriate administrative procedures.

I will read these policies carefully and I understand it is my responsibility to ask questions about any of these policies that are unclear to me.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Date: \_\_\_\_\_