|  |
| --- |
| new staff orientation |
| Employee name |  |
| Department |  |
| Supervisor name |  |
|  |  |  |  |  |
| **orientation acknowledgement**I acknowledge that I have attended the new staff orientation and received an electronic copy of the *Staff Employee Handbook* on a flashdrive. I understand that Case Western Reserve University policies and procedures have been highlighted during the new staff orientation session.I understand that the Case Western Reserve University Policy Manual, which contains additional policies and procedures, can be found online at https://case.edu/finadmin/humres/policies/. I agree to abide by the rules and regulations described therein. I further acknowledge that I have received benefits information, including summary plan descriptions.Finally, I acknowledge that I am an at-will employee. I understand that either I or CWRU can terminate the employment relationship at any time, with or without cause, and with or without notice.By signing below, I acknowledge that I have received a copy of the Staff Employee Handbook, that I have been advised of the HR Policy Manual online, and that I understand my status as an at-will employee. |
|  |
| Signature |  | Date |  |