#### **Case Western Reserve University**

#### **acknowledgement of condition of employment**

I hereby acknowledge and agree that the following provision is a condition of my employment with Case Western Reserve University.

 That should my employment at Case Western Reserve University terminate at some future date for any reason I shall:

1. Return all property of the University including but not limited to keys, equipment, books and records.
2. Pay all debts due and owing to Case Western Reserve University including but not limited to charges for personal long distance telephone calls and any other delinquent charges remaining unsatisfied.

Should I fail to return said property or to pay all debts to the University, the University shall be permitted to deduct from my final payroll check an amount equal to the total sum of debts owed to the University, an amount equal to the reasonable value of the property not returned, or both.

I also acknowledge receipt of the Case Western Reserve University Staff Employee Handbook.

Printed Name

Signature

Witness

Date