

*Any question regarding the interpretation of the policies and procedures outlined in this Handbook should be directed to the Office of Human Resources or the Employee's supervisor.*

**RECEIPT AND ACKNOWLEDGMENT OF THE STAFF HANDBOOK  
FOR CLAREMONT McKENNA COLLEGE AND ACCEPTANCE OF CODE OF ETHICS**

**Name (please print):** \_\_\_\_\_

**Department:** \_\_\_\_\_

I have received an electronic/hard copy of The Staff Handbook For Claremont McKenna College, updated July 2022. I understand that this Handbook contains important information on Claremont McKenna College's general personnel policies and my privileges and obligations as an Employee. I agree to read the Handbook and comply with its provisions during my employment at Claremont McKenna College. I further understand that Claremont McKenna College may amend, rescind, or add policies, benefits, or practices described in the Handbook in its sole and absolute discretion, with or without prior notice. Claremont McKenna College will advise employees of material changes within a reasonable time.

I further understand that employment with the College is "at-will" meaning that the terms of employment may be changed with or without notice, with or without cause, including, but not limited to termination, demotion, promotion, transfer, compensation, benefits, duties, hours and location of work. There is no agreement expressed or implied between the College and you for continuing or long-term employment. While the College has every hope that employment relationships will be mutually beneficial and rewarding, employees and the College retain the right to terminate the employment relationship at-will, at any time, with or without cause. The President is the only person who can modify the at-will employment relationship, in writing.

**Code of Ethics:**

As a member of the Staff, you are expected to perform your work not only as stated in your job description, but in accordance with the highest ethical standards as well. Conduct in the workplace that is illegal or unethical will be subject to censure and/or disciplinary action up to and including termination.

In addition, you have an obligation to report to your supervisor or any officer of the administration any situation that may be illegal.

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*Please feel free to retain a copy of this acknowledgment for your records.*