



University Center

Receipt of Handbook

Welcome to the University Center!

I, _____ have received a copy of the **Student Staff Handbook** containing performance expectations, general policies & procedures and my job description. I have thoroughly familiarized myself with the contents of this handbook, and **I agree to abide by all rules, rights, policies, procedures and responsibilities** contained herein; and acknowledge that I will enquire of my immediate supervisor for clarification of anything unclear to me.

UC Student Staff Name _____

Student Signature _____ Date _____

Supervisor Name _____

Supervisor Signature _____ Date _____

Please complete this form within first week of employment and return to your immediate supervisor.
Form will be filed with UC Administrative Office.