

**ACKNOWLEDGEMENT OF RECEIPT OF
MSU – GREAT FALLS COLLEGE OF TECHNOLOGY
EMPLOYEE HANDBOOK**

Please sign below and return to Kim Schrenk so it may be placed in your personnel file.

My signature below acknowledges that I have received the web address of the February 2006 MSU – Great Falls College of Technology Employee Handbook (most current) at <http://www.msugf.edu/facstaff/Adjuncts/pdfs/AcknowledgementOfReceipt.pdf> and understand that it is my responsibility as an employee to read it, and with the understanding that this is not a legal contract of employment, but the means of providing general information for my benefit. I understand this Handbook is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits, and expectations of MSU – Great Falls College of Technology in effect at the time of printing. I also understand that the policies, rules, and benefits described are subject to change or may be revised based on MSU – Great Falls College of Technology’s particular circumstances.

Name of Employee
(please print)

Employee’s Signature

Date

Name of Supervisor/Dept. Head
(please print)

Supervisor/Dept. Head’s Signature

Date