



## EMPLOYEE HANDBOOK

### ACKNOWLEDGMENT

I acknowledge receiving a copy of the Concordia University Wisconsin Handbook dated July 2014, which is available on the Employee tab of CUW Portal at [my.cuw.edu](http://my.cuw.edu). The Employee Handbook is intended to summarize some University policies and benefits. I understand that unless otherwise specifically provided by an employment agreement, employment with Concordia University Wisconsin is voluntarily entered into and is at-will. Employees are free to resign at any time. Similarly, Concordia University Wisconsin is free to terminate our employment relationship any time, for any or no reason, with or without notice.

I also understand all aspects of the Handbook and agree to follow them. If I have any questions regarding any University policy, I have asked the appropriate person and received a satisfactory answer to my questions. I acknowledge and agree that this Handbook supersedes all prior Concordia University Wisconsin Employee Handbook versions, including any other representations, verbal or written, by any Concordia University Wisconsin employee or agent. Provided; however, the Faculty Handbook shall govern the employment of faculty employees to the extent that the Faculty Handbook conflicts with the policies in the Concordia University Wisconsin Employee Handbook.

I recognize that the Handbook is not a contract of employment, expressed or implied. Our relationship, unless otherwise specifically provided for by an employment agreement, is one of voluntary employment that is terminable by either Concordia University Wisconsin or me "at-will."

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

DATE \_\_\_\_\_

Return this form to: Concordia University Wisconsin  
Human Resources Department  
12800 N Lake Shore Drive  
Mequon, WI 53097