



University of Alabama System
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Employee Handbook Acknowledgement

The University of Alabama System Office (UA System Office) handbook is intended to provide important information on employment policies, practices, procedures, and resources for UA System Office employees. Because some policies and procedures require periodic updating, the UA System Office reserves the right to change, eliminate, and supplement the information in this handbook as it deems necessary to meet the business needs of the UA System Office.

I understand this handbook is not the only document containing personnel-related and other policies of the UA System Office. Departmental policies, procedures, or guidelines may exist and must be followed by employees as appropriate.

Additionally, although this handbook intends to reflect the current policies or rules of The Board of Trustees of The University of Alabama referred to or incorporated herein, users are cautioned that changes or additions to such policies or rules may have become effective since the publication of this material. In the event of any conflict, the current statements of Board policy contained in the Bylaws, Rules, official minutes and other pronouncements of the Board or Chancellor, or superseding law shall prevail.

If there is ever a conflict or ambiguity involving the language of this handbook and the official language of any UA System Office guideline, policy, regulation, or rule referenced herein, the official language of the guideline, policy, regulation, or rule will control and supersede the language of this handbook.

I understand and agree neither the information contained or referenced herein nor any other communications by a management representative, either written or oral, made at the time of hire or during the course of employment, is intended in any way to create an employment contract with any employee or to alter the at-will status of an employee.

My signature below indicates that I have read and understood the UA System Office Employee Handbook, available online at <http://uasystem.edu>, and indicates that I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Print Name _____

Signature _____

Date _____

For HR Use Only Received by: _____ Received on: _____

Revised: 04/19/2019