|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| new staff orientation | | | | | | | | | | |
| Employee name | | | |  | | | | | | |
| Department | | |  | | | | | | | |
| Supervisor name | | | | |  | | | | | |
|  |  | | | | |  |  | | |  |
| **orientation acknowledgement**  I acknowledge that I have attended the new staff orientation and received an electronic copy of the *Staff Employee Handbook* on a flashdrive. I understand that Case Western Reserve University policies and procedures have been highlighted during the new staff orientation session.  I understand that the Case Western Reserve University Policy Manual, which contains additional policies and procedures, can be found online at https://case.edu/finadmin/humres/policies/. I agree to abide by the rules and regulations described therein. I further acknowledge that I have received benefits information, including summary plan descriptions.  Finally, I acknowledge that I am an at-will employee. I understand that either I or CWRU can terminate the employment relationship at any time, with or without cause, and with or without notice.  By signing below, I acknowledge that I have received a copy of the Staff Employee Handbook, that I have been advised of the HR Policy Manual online, and that I understand my status as an at-will employee. | | | | | | | | | | |
|  | | | | | | | | | | |
| Signature | |  | | | | | | Date |  | |