

OFFICE OF HUMAN RESOURCES 47645 College Drive St. Mary's City, MD 20686

Date

www.smem.edu TEL: 240-895-4309 EAX: 240-895-4997

I hereby acknowledge that I have received a copy of the St. Mary's College of Maryland employee handbook. I understand that it is my responsibility to read the handbook and to make an appointment with my supervisor and/or the Office of Human Resources in reference to any questions, concerns, or issues I have relating to the policies contained in the employee handbook. **Employee Printed Name Employee Signature**