

Appendix

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE

The information provided in the UC Riverside Auxiliary Services Employee Handbook is provided for the convenience of employees and is to be used as an informational resource, but not as a complete guide for employment. The policies, procedures, and standard practices described in the handbook are not a complete list of conditions of employment, nor are they a replacement for specific terms of Auxiliary Services' or University's specific policies, procedures, and contractual bargaining unit agreements.

The University and Auxiliary Services reserve the right to amend its policies and procedures as it determines to be in the best interest of the department and University; amendments and new policies instituted by the University of California or Auxiliary Services will be effective as of the date of their enactment, unless otherwise specified.

Employees are advised to consult with their direct supervisor or Human Resources on specific policies or procedures, for the most updated and current policy or regarding any questions.

AUXILIARY SERVICES EMPLOYEES

I have received my copy of the handbook, and I understand my responsibility to read and comply with the policies and procedures and any revisions made by the University and Auxiliary Services.

_____ Employee Initials

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (PRINTED)

DATE