



## **NJIT Employee Handbook**

For information about your rights and responsibilities as an employee, please review our employee handbook by following this link:

<http://hr.njit.edu/employees/employee-handbook/>

For questions, please call the Department of Human Resources at (973)596-3140.

## General Handbook Acknowledgement

This Employee Handbook is an important document intended to help you become acquainted with New Jersey Institute of Technology. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the university's operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of management.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

**I have read the New Jersey Institute of Technology's Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the university at any time.**

**I understand that my signature below indicates that I have read and understand the above statements.**

Employee's Printed Name: \_\_\_\_\_ Position: \_\_\_\_\_

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Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The signed original copy of this acknowledgment should be given to your supervisor and it will be filed in your personnel file.

**I have read and I understand New Jersey Institute of Technology's Sexual Harassment Policy.**

**Employee's Printed Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Employee's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The signed original copy of this receipt should be given to your supervisor – it will be filed in your personnel file.**