

WEST LIBERTY UNIVERSITY

ACKNOWLEDGEMENT REGARDING POLICY STATEMENTS

I, the undersigned employee of West Liberty University, hereby attest that I have been advised and informed of where all current copies of University and Board of Governors Policy Statements and administrative procedures are posted and maintained on the University's web site.

Further, I have been instructed as how to access these policies and administrative procedures, and have likewise been advised to access and review all policies and procedures which pertain to my employment status with the University.

I understand it is my responsibility to access and review these policy statements and that it will be presumed by University administration that I have done so within fifteen (15) calendar days of the date of my employment.

All University and Board of Governors Policies may be accessed by using the following instructions:

Board of Governors Policies

Go to <http://www.westliberty.edu>

Click "Site Index" icon at the top of the WLU main page

Select "Board of Governors" from the list

Select "Policies" at the top of the page

University Policies and Administrative Procedures

Go to <http://www.westliberty.edu>

Click "Site Index" icon at the top of the WLU main page

Select "Human Resources" from the list

Select "Policies and Procedures" at the top of the page

Employee

Date

University Witness/Title

Date