

Combined New Employee Acknowledgement

- I acknowledge that I have been advised the Amherst College (“the College”) employee handbooks are on the Human Resources website and can be found at <https://www.amherst.edu/mm/42310> and that it is my responsibility to familiarize myself with the book’s contents. I understand that this Handbook replaces any and all prior handbooks, policies and procedures of the College. As information is revised, updated materials will be posted in the online employee handbooks. I understand that the handbook is for information and guidance only and is not a contract.

If I have questions regarding the content or interpretation of these policy statements, I will bring them to the attention of the Office of Human Resources.

- I acknowledge that as a new employee, I have thirty days from the date of my initial eligibility to submit an application for health and/or dental coverage. The date of initial eligibility is the first day of the first month after hire, unless the date of hire is the first business day of the month, in which case the date of hire is the date of initial eligibility.
- I acknowledge that I have received information on the College’s 403(b) defined contribution pension plan and that I am eligible to make pre-tax contributions immediately.

Name (please print)

Signature of Employee

Date

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Employee copy