



Acknowledgement of Receipt

I, _____ (name), understand that the documents and policies listed below are provided on MSU Human Resources' website at startingstate.msu.edu and/or on MSU's web site (www.hr.msu.edu). I agree to read the information carefully and to comply with the policies and procedures as stated herein and as modified from time to time.

I further understand that I am able to request a printed copy of any of the materials by placing a check in the boxes below. **DO NOT CHECK THE FOLLOWING UNLESS A PRINTED COPY IS BEING REQUESTED.**

- [Right-to-Know--Hazard Communication Document](#)
- [Drug Free Workplace Policy](#)
- [Employee/Faculty Handbook](#)
- [Institutional Data Policy](#)
- Union agreement (if applicable)
- Union agreement(s) of Supervised Employees (APSA Only)

I have received a copy of both the [Policy on Relationship Violence & Sexual Misconduct](#) and the [Rules Governing Personal Conduct of Employees](#) (support staff only).

Name: _____

Last Four Digits of Social Security #: _____

Signature: _____ Date: _____

This acknowledgement must be placed in the personnel file.