

\_\_\_\_\_  
Employee's Name (Print)

Employee #: \_\_\_\_\_

**Seasonal and Intermittent Acknowledgement and Receipt**

I acknowledge that I have access to the Seasonal and Intermittent Personnel Policy Manual (electronically on the UPD internal website or by hard copy at the front desks of UPD facilities), and I acknowledge that I have the responsibility to read it and agree to comply with the policies and procedures contained in this manual and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**Seasonal and Intermittent Acknowledgement and Receipt**

I acknowledge that I have access to the Seasonal and Intermittent Safety Manual (electronically on the UPD internal website or by hard copy at the front desks of UPD facilities), and I acknowledge that I have the responsibility to read it and agree to comply with the policies and procedures contained in this manual and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

**APPLICANT/EMPLOYEE ACKNOWLEDGEMENT:**

The job description for the position of \_\_\_\_\_ describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Is there anything that would prevent you from meeting the job duties and requirements as outlined?

Yes \_\_\_\_\_ No \_\_\_\_\_

(If yes, please describe on the back of this page.)

\_\_\_\_\_  
Applicant/Employee Signature

\_\_\_\_\_  
Date