



## College Policy and Procedures Acknowledgment Form

I acknowledge that I have been provided access to [Montgomery College's official policies and procedures through the College's policy and procedures website](#). I understand that while I may not have read each policy and procedure in full at this time, it is my responsibility to review, understand, and comply with all applicable College policies, procedures, and guidelines throughout my employment, including policies and procedures currently in place and those that may become effective in the future.

I further acknowledge and understand the following:

- I am responsible for familiarizing myself with the College's policies, procedures, and handbook, and for seeking clarification from the Office of Human Resources and Strategic Talent Management (HRSTM) if I have any questions.
- Policies and procedures may be updated periodically, and I am responsible for reviewing and following updates as they are communicated.
- Failure to comply with College policies and procedures may result in corrective or disciplinary action, up to and including termination of employment.
- This acknowledgment does not alter the terms of my employment, nor does it constitute a contract of employment.

By acknowledging, I confirm that I have been provided access to Montgomery College's policies, procedures and that I accept responsibility for complying with them.

***Electronic acknowledgment of this document is a condition of employment at Montgomery College.***