I, ____________________________ understand that it is my responsibility to

understand that it is my responsibility to

be aware of the University of Nebraska policies and procedures as outlined in University of Nebraska
documents, including the UNO Office-Service and Managerial Employee Handbook.

The University of Nebraska at Omaha Employee Handbook is available at
http://www.unomaha.edu/humanresources/employeepolicyhandbookA-Z.php

Other sources are the Bylaws of the Board of Regents of the University of Nebraska, the official
governing rules for all University of Nebraska employees. The Bylaws are available at
The UNO Policy Library, a compilation of University policies, is available at www.unomaha.edu/policies.

Not every policy or practice of the University is contained in the Handbook, the Bylaws or the Policy
Library. Because of changes in the Bylaws, pertinent legislation, and University policies, the Handbook
and Policy Library are subject to change. Employees should bring any questions regarding the
information contained in the Handbook to their supervisors or to the Human Resources Office.

THE HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT. Unless otherwise expressly stated in a written
appointment to a position or in a written contract of employment duly approved and executed by UNO,
all non-faculty employees are considered employees at will, and either UNO or the employee may
terminate the employment relationship upon giving the proper advance notice.

_______________________________________  _______________________________________
Employee Signature                                      Date