



THE
OPPORTUNITY
MAKERS

Office of Human Resources

Acknowledgement for Receipt of Policy Handbook

Receipt for Heidelberg University Policy Handbook for all University Employees: July 1, 2026

I acknowledge that I have access to the Heidelberg University Policy Handbook for all University Employees as revised and effective as of the date of approval. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I understand that unless otherwise stated in writing, Heidelberg University is an "at-will" employer and as such, and unless otherwise specified in writing, my employment with Heidelberg University is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of Heidelberg University except the President in the form of a written agreement has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states Heidelberg University's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Heidelberg University for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time and that I will be provided notice of amendments, changes, and new policies. Please sign and date this receipt and return it to the Office of Human Resources.

Signature: _____

Employee Name: _____

Date: _____

Office of Human Resources | Heidelberg University

310 E. Market St. Tiffin, OH 44883 | T: 419-448-2180 | F: 419-448-2243 | HR@heidelberg.edu