

# Employee Acknowledgment Form

## Department of Licensing and Regulatory Affairs (LARA) Employee Handbook and Department Policies

I, \_\_\_\_\_, certify that I have been provided access to the LARA Employee Handbook and department policies via the LARA internet web site at [http://www.michigan.gov/lara/0,4601,7-154-10573\\_35828\\_59075-261561--,00.html](http://www.michigan.gov/lara/0,4601,7-154-10573_35828_59075-261561--,00.html). This handbook and these policies supersede any previously distributed versions and outline current policies, practices, and conditions of employment with LARA and my responsibilities and duties as an employee. The current version of the handbook and department policies and procedures are always available to LARA employees on the LARA internet website. Notice of changes to the handbook and policies will appear on the LARA website. I understand that it is my responsibility to be aware of and comply with all applicable policies and handbook provisions, as amended.

By my signature below, I accept and agree to comply with the current version of the LARA Employee Handbook and department policies. I understand that this handbook does not cover every situation that might arise during my employment, but is a general guide to the goals, policies, benefits, and expectations of LARA. I understand that the Civil Service Commission or Director of LARA may, at their sole discretion, modify or discontinue policies, procedures, and benefits to which the handbook refers at any time. The handbook does not create a contract of employment.

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**Employee Signature**

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**Date**