



LaGuardia Community College

31-10 Thomson Avenue - Long Island City, New York 11101. Telephone (718) 482-7200

ACKNOWLEDGEMENT OF EMPLOYEE HANDBOOK FOR COLLEGE ASSISTANTS, TUTORS AND SIGN LANGUAGE INTERPRETERS

The LaGuardia Employee Handbook for College Assistants/Tutors and Sign Language interpreters is available electronically on the HR Website at www.lagcc.cuny.edu/humanresources. The employee handbook is an important document intended to help you become acquainted with LaGuardia Community College. This handbook will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general atmosphere of LaGuardia and economic conditions are always changing, the contents of this handbook may be changed at any time at the discretion of LaGuardia Community College and The City University of New York. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities that such changes would have on the employees and on LaGuardia Community College.

We welcome any comments, revisions, suggestions and questions regarding the content of this handbook. They may be addressed to the Department of Human Resources, Building E. Room 407.

Please read the following statements and sign below to indicate that you had read LaGuardia Community College Employee Handbook.

I have been informed of the availability of the LaGuardia Community College Employee Handbook for College Assistants/Tutors and Sign Language Interpreters electronically on the HR Website. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of LaGuardia Community College and The City University of New York at any time.

Employee's Printed Name

Employee's Signature

Date

The signed original copy of this agreement should be returned to the Department of Human Resources, to be filed in your Personnel File.