



State of Rhode Island
Employee Handbook
Acknowledgment Form

I hereby acknowledge that I have been made aware that the State of Rhode Island has an Employee Handbook and that a copy of the Handbook is available for me to review at the following link: <http://www.employeehandbook.ri.gov/>.

I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with the policies, guidelines and the Legal Disclaimer contained therein.

I further agree to abide by and comply with all said policies and guidelines, as well as any updates or changes to the policies and guidelines contain in the Handbook.

I understand that any questions about the Handbook may be directed to my supervisor and/or manager or to the Division of Human Resources.

Printed name

Signature

Date

A copy of this Acknowledgement is to be placed in the signatories State Personnel File