



Certification of Receipt of Unclassified Employee Handbook

Instructions

This form is used by the unclassified employee and their supervisor to certify receipt and discussion of the Unclassified Employee Handbook.

1. The Supervisor provides the employee with a copy of the Unclassified Employee Handbook and discussed the handbook information with the new employee.
2. The employee completes, signs and dates this form, certifying receipt and discussion of the handbook information.
3. The Supervisor signs and dates form and forwards it to:

Human Resources Division

Los Angeles Community College District

770 Wilshire Boulevard, Entry Services Unit

Los Angeles CA 90017

I certify that I have received the Unclassified Employee Handbook and acknowledge that my supervisor has discussed the information in this handbook with me. I understand that I am responsible for the performance of the duties of my unclassified assignment in accordance with the information contained in this handbook.

Employee Name (Print)

Employee Number

Worksite Location

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date