



Employee Name: _____

ACKNOWLEDGMENT OF EMPLOYEE SERVICE MANUAL

This is to acknowledge that I have been informed about the *Albion College Employee Service Manual including Policies and Procedures*, its location online, and have received a paper copy of the Table of Contents and Preface. I understand that I may at any time request from the Human Resources Office my own copy of the manual or any portion thereof.

Signature

Date

AUTHORIZATION FOR PAYROLL DEDUCTION

I hereby authorize Albion College to deduct from my final payroll check any amounts due to the College, including any replacement cost for College property.

Signature

Date

CONSENT TO USE OF IMAGE

As a paid employee of Albion College, I hereby grant permission to the use by Albion College of my employee identification card photograph taken in connection with my employment at Albion College, without additional compensation. I understand that the photograph may be used in diverse educational settings within an unrestricted geographic area.

This release covers the following purposes:

- Employee newsletters and notifications
- Conference presentations
- Educational presentations or courses
- Informational and marketing presentations
- Educational videos

By signing this release I understand this permission includes electronic display in a public or private setting and that I will be consulted about the use of the photograph for any use other than those listed above.

There is no expiration date on the validity of this release nor is there any geographic limitation as to where these materials may be distributed.

By signing this consent I acknowledge that I have completely read and fully understand the above release and agree to be bound thereby.

Signature

Date