

Acknowledgements

1. As defined by DOL Reg. § 2520.104b-1(c), I agree to receive all ERISA Title I Disclosures and other related insurance benefit information, including, but not limited to the items listed below via electronic media (e-mail, intranet posting, internet posting etc.):

- [Summary Plan Descriptions](#) (SPDs)
- [Summaries of Benefits and Coverages](#)
- [Summaries of Material Modifications](#) (SMMs)
- [Summary Annual Reports](#) (SARs)
- [Health Insurance Portability and Accountability Act \(HIPAA\) and the Patient Protection and Affordable Care Act \(PPACA\)](#)
- [Annual Notices of the Women's Health and Cancer Rights Act \(WHCRA\)](#)
- Documents which must be provided to a participant after written request is received by the Plan Administrator
- [Information pertaining to Retirement Plans](#)
- [Universal Availability Notice](#)
- [Information pertaining to Workers' Compensation and the Family and Medical Leave Act \(FMLA\)](#)
- [Graham Leach Bliley Privacy Notice](#)

2. I understand I have the right to request paper copies of any documents I receive via electronic media from the Plan Administrator free of charge. I also understand if any disclosures include personal information relating to my individual accounts and benefits, the plan administrator will take reasonable and appropriate steps to safeguard the confidentiality of my information.

3. Kenyon College Employment Handbooks can be found at: <http://www.kenyon.edu/directories/offices-services/human-resources/employee-handbooks/>. I agree to receive the Kenyon College Staff and Administration or Faculty Handbook electronically, and have received the Web address to access the handbook(s).

- I further understand that my employment is terminable "at will," either by myself or Kenyon College. I understand that except under awarding of tenure, that no contract of employment other than "at will" has been expressed or implied, and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the President of Kenyon College.

- I am aware that during the course of my employment, confidential information may become available to me and that this information must not be shared or used outside of my employment with Kenyon College.

- I understand that this handbook(s) will serve as a guide to my employment at Kenyon College and I agree to abide by its policies and procedures; however, it is not the final word in all cases. Individual circumstances may call for individual attention.

- If this appointment is a faculty position, I agree to abide by the terms and [Conditions of Appointment to the Faculty](#), located in section 2.3 of the *Faculty Handbook*.

- Due to changes in legislation and economic conditions, I understand that the contents of this handbook(s) may be changed at any time at the discretion of the College. It is Kenyon's intent that no changes in benefit, policy, procedure, or rule will be made without due consideration of the mutual advantages, disadvantages, benefits, and responsibilities such changes will have on you as an employee and on the institution. I understand that the most current online version of the handbook(s) supersedes all previous versions.

I confirm that I am a member of the employee type selected below, and agree to abide by the terms above for the corresponding handbook.

Staff

Faculty

Signature

Date:

If your software does not allow for signatures, please type your initials here in lieu of a signature.