



## **STAFF/FACULTY HANDBOOK AND CONFLICT OF INTEREST ACKNOWLEDGEMENT FORM**

Luna Community College Staff/Faculty Employees are required to read and follow the Luna Community College Staff/Faculty Handbook Policies. It is the duty and the responsibility of every employee to be aware of and abide by the College's policies and procedures. The Luna Community College Staff/Faculty Handbook may be viewed at [luna.edu/Human Resources/Policies & Procedures](http://luna.edu/HumanResources/Policies%20&%20Procedures).

### **ACKNOWLEDGEMENT**

I understand that these policies are a general guide and that the provisions of these policies do not constitute an employment agreement or a guarantee to continued employment. I will read these policies carefully and I understand it is my responsibility to ask questions about any of these policies that are unclear to me.

I \_\_\_\_\_ further acknowledge that I have read and understand all of my obligations, duties and responsibilities reference in the Luna Community College Staff Handbook and will read and understand all of my obligations, duties and responsibilities under all future amendments and modifications thereto.

I \_\_\_\_\_ hereby acknowledge that I have read and understand the Luna Community College Employee Conflict of Interest and Outside Work Policy (Sections 8.3 and 8.4) and agree that I will be diligent and take appropriate measures to avoid any situation in which I have, or may be perceived to have, a conflict of interest, including financial conflict of interest.

I certify that this is a true and correct statement by my signature below:

\_\_\_\_\_  
Employee Name (please print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature