

## Employee Policies and Procedures Handbook Receipt

Instructions for Accessing the Warren Wilson College Employee Handbook:

- Once an employee has been hired and issued a Warren Wilson email address, the employee will have access to myWWC, an intranet site for staff and faculty.
- The Employee Policies and Procedures Manual, which is also known as the Employee handbook is maintained on myWWC, under [Employees. Human Resources. New Hire Information and Employee Forms](#)
- If you already have a Warren Wilson email address and network log in, the Employee Policy and Procedures Manual can be found [here](#).

My signature below acknowledges that I have received instructions for how to access the Warren Wilson College Employee Handbook once I have a Warren Wilson login to myWWC. If I do not have access to the Internet, I may request a hard copy from Human Resources. I understand that I am responsible for reading the Handbook, being aware of changes, and following the policies and guidelines.

I also acknowledge that my typewritten name shall suffice for my signature below.

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Employee's Signature

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Date