

**Acknowledgment of Handbook Receipt and At-Will Employment Status**  
(Employee's Copy)

I acknowledge that I have received a copy of [REDACTED]'s Employee Handbook dated July 1, 2013. I understand that the statements contained in this Handbook are guidelines concerning some of [REDACTED]'s policies and benefits. I have read and I understand the contents of these policies, and I have been given the opportunity to ask any questions I might have about policies that I did not understand.

I recognize that this Handbook cannot anticipate every situation or answer every question about my employment by [REDACTED]. I understand that [REDACTED] reserves the right to change or revise all or any portion of this Handbook – except the at-will employment policy – without advance notice and at any time that [REDACTED], in its sole discretion, deems such change or revision appropriate or necessary.

I understand and agree that my employment with [REDACTED] is at-will, and can be terminated without cause or notice by either [REDACTED] or myself. I also understand that no supervisor or any other employee of [REDACTED] other than the Executive Director has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the at-will relationship described above. The at-will relationship will remain in effect throughout my employment with [REDACTED] unless it is specifically modified by an express written agreement signed by the Executive Director and me.

I acknowledge that these statements about the at-will nature of my employment constitute the complete understanding between [REDACTED] and me regarding this subject.

Date: \_\_\_\_\_

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

\_\_\_\_\_  
Employee Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Personnel Officer

**Acknowledgment of Handbook Receipt and At-Will Employment Status**  
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Date: \_\_\_\_\_

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

\_\_\_\_\_  
Employee Name

Date: \_\_\_\_\_

\_\_\_\_\_  
Personnel Officer