

GENERAL HANDBOOK ACKNOWLEDGEMENT

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received and read a copy of The Alcott School’s Employee Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the School at any time.

I further understand that my employment is terminable at will, either by myself or the School, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind.

I understand that no representative of the Alcott School, other than Board of Directors, is authorized to alter my “at will” employment status and that any such modification must be in a signed writing.

I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the Alcott School’s Employee Handbook.

Employee’s Printed Name: _____ Position: _____

Employee’s Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to management – it will be filed in your personnel file.