

RECEIPT & ACKNOWLEDGMENT OF STAFF HANDBOOK

I have this day received a copy of the First Environments Early Learning Center (“First Environments”) Staff Handbook. I understand that this Handbook replaces any and all prior handbooks, policies, and practices of First Environments. I understand that the policies and procedures contained in this Handbook may be added to, deleted, or changed by First Environments at any time. I understand that neither this Handbook nor any other written or verbal communications by a management representative is intended to, in any way, create a contract of employment. I also understand that First Environments abides by employment at-will, which permits First Environments or the employee to terminate the employment relationship at any time, for any lawful reason. I understand that First Environments will not modify its policy of employment-at-will in any case.

I also understand that this Handbook has within it policies aimed at combating sexual and other forms of unlawful discrimination and harassment. I agree to abide by those policies, and to use the outlined complaint procedures if I witness or believe myself the victim of unlawful harassment.

If I have questions regarding the content or interpretation of this Handbook, I will bring them to the attention of any member of management or the Executive Director.

NAME _____
(Please print)

DATE _____

EMPLOYEE
SIGNATURE _____