

# METROPOLITAN COMMUNITY SERVICES

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT

I understand that this Handbook describes important information about the Organization.

I, \_\_\_\_\_ (employee name), acknowledge that on \_\_\_\_\_ (date), I received a copy of Metropolitan Community Services' Handbook ("Handbook") and that I read it, understood it and agree to comply with it. I understand that Metropolitan Community Services has the maximum discretion permitted by law to interpret, administer, change, modify or delete the rules, regulations, procedures and benefits contained in the Handbook at any time with or without notice. No statement or representation by a supervisor or manager or any other employee, whether oral or written, can supplement or modify this Handbook. Changes can only be made if approved in writing by the President/CEO of Metropolitan Community Services. I also understand that any delay or failure by Metropolitan Community Services to enforce any rule, regulation, procedure contained in the Handbook will not constitute a waiver of Metropolitan Community Services' right to do so in the future.

I furthermore acknowledge that I have entered into my employment relationship with the Organization voluntarily and acknowledge that the relationship is one of "at-will" employment. I understand that neither this Handbook nor any other communication by a management representative or any other employee, whether oral or written, is intended in any way to create a contract of employment. I understand that, unless I have a written employment agreement signed by an authorized Metropolitan Community Services representative, **I am employed at will and this policy does not modify my at-will employment status.** If I have a written employment agreement signed by an authorized MCS representative and this Handbook conflicts with the terms of my employment agreement, I understand that the terms of my employment agreement will control.

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

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