



## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

I fully understand the guidelines governing my employment with the Company and I agree that I will conform to these guidelines. I have had an opportunity to ask questions about and discuss the guidelines with my Manager and the Payroll department. I understand that this Employee Handbook is not a contract of employment, expressed or implied, between me and the company and that I should not view it as a contract of employment. I further understand that the edits in the form of adding, deleting or altering text made by myself to this handbook are invalid.

I understand that this Employee Handbook takes precedence over any previous handbooks or guidelines issued. I also understand and agree that the Company reserves the right to change or alter policies at any time with or without notice. I also understand that the Company reserves the right to change my hours, wages, and working conditions at any time. Because the policies set forth in this handbook are subject to change, I further acknowledge that I should regularly review the Company's handbook, an updated copy of which is available at all times through our internal website, for any changes to policies or procedures that may be made from time, and I will regularly check with my supervisor to obtain current information regarding the status of any particular policy, procedure, or practice.

I have received and carefully read the foregoing receipt and acknowledgement, and know and understand its contents, and I sign the same of my own free will and deed.

*If I fail to complete this document within (3) three days, I understand I may be terminated.*

By initiating below, I acknowledge that I have received and read copies of my job description, a sample of my job's performance review, information about how to access YPW's Employee Handbook online, YPW Employee Handbook and YPW Parents Handbook.

### PLEASE INITIAL ON THE LINE PROVIDED FOR EACH DOCUMENT RECEIVED

- Job Description \_\_\_\_\_ Performance Review Sample \_\_\_\_\_
- YPW Employee Handbook \_\_\_\_\_ YPW Employee Handbook online \_\_\_\_\_
- YPW Parents Handbook \_\_\_\_\_

I understand that these documents are the property of YPW Spanish Immersion School and it must be returned to YPW Spanish Immersion School at the time my employment ends. I understand that my failure to return this and other School property will affect accrued benefits to which I might otherwise be entitled. I acknowledge the "At Will" status of my employment. I am aware that I can obtain a current copy of the handbook from my director or online at: [www.YPWkids.com/YPWEmployeeHandbook.pdf](http://www.YPWkids.com/YPWEmployeeHandbook.pdf)

**Upon completion, return to your Manager/Director or Orientation Trainer**

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Employee Signature	Date	Position
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Employee Name (Print)	Social Security Number
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Manager Name	Date
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Manager Signature	School Name / Location
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