



Children's Family Center

RECEIPT FOR CFC PERSONNEL POLICY HANDBOOK

I acknowledge that I have received a copy of Children's Family Center's Personnel Policy Handbook. I agree to read it thoroughly, including the statements in the foreword describing the purpose and effect of the Handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from the Director. I understand that Children's Family Center is an "at will" employer and as such employment with Children's Family Center is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the company has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this Handbook states Children's Family Center's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with Children's Family Center for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Director.

Date: _____

Signature: _____

Print Name: _____

Revision Manual Date: _____