



THE *Community's College*

Employee Handbook Acknowledgement and Receipt

This is to acknowledge that I have received a copy of EICC's 2024 Employee Handbook and understand that it contains important information on the college's general personnel policies and my privileges and obligations as an employee.

I acknowledge that I am expected to read, understand, and adhere to college policies and will familiarize myself with the material contained herein. I will seek explanations from my supervisor or Human Resources for any portions of the handbook I do not understand.

I understand that I am governed by the contents of the handbook and that the college may change any policies, benefits, or practices described in the handbook from time to time at its sole and absolute discretion with or without prior notice.

Furthermore, I understand that employment with the college is not for a specified term and is at the mutual consent of the college and myself. Accordingly, either the college or I can terminate the employment relationship with or without cause, at any time regardless of the length of my employment or the granting of benefits of any kind except as otherwise expressly provided for within a Collective Bargaining Agreement, Contractual Agreement, or federal or state law.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with EICC. By distributing this handbook, the college expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

My signature hereon confirms my voluntary agreement to abide by the policies contained in the employee handbook and further confirms that I have read and understood the contents of this handbook.

Employee Signature

Date

Employee Name (Print or Type)