

## HANDBOOK ACKNOWLEDGEMENT

Please read this page, complete the information at the bottom, sign it, and return it to the Administration Office.

- I am aware that I can access the Eastbrook Community Schools Corporation Classified Handbook by accessing it at [www.eastbrook.k12.in.us/Staff/StaffResources/HumanResources](http://www.eastbrook.k12.in.us/Staff/StaffResources/HumanResources). I understand that the Handbook is not a contract. I understand that I should contact the Superintendent or his designee for additional information regarding the information included in this Handbook.
- I understand that I am employed on an “at-will” basis, which means that either the Corporation or I may terminate my employment at any time, with or without cause.
- I understand that nothing in the Handbook in any way changes my at-will status.
- I understand that the Handbook does not contain every policy or employment practice of the Corporation. I further understand that the Handbook supersedes any and all prior communications, handbooks, memoranda, and notices I may have received regarding the topics covered therein.
- I understand that the Corporation in its sole discretion may make changes to the Handbook at any time, and if changes are made, the Corporation may require an additional acknowledgement from me to indicate that I have been informed of the changes.
- I understand that it is my responsibility to become familiar with and follow the Corporation practices set forth in the Handbook.
- I understand that my violation of any policies and procedures contained in the Handbook is grounds for immediate disciplinary action, up to and including termination.

---

Employee's Signature

---

Employee's Printed Name

---

Date