

ACKNOWLEDGMENT

I acknowledge that I have received a copy of Butler Community College's Employee Handbook and will be bound by the policies, procedures and rules contained in the Handbook as they are amended from time to time.

I understand that:

- The Employee Handbook is prepared for informational purposes only and does not constitute a contract between the College and its employees, and should not be construed as such;
- The policies and information contained in the Employee Handbook may be changed or amended at any time by the College with appropriate notice;
- Employment by Butler County Community College is not for a definite term and may be terminated by the College or the employee at any time, for any reason (Professional Employees should reference the Master Agreement section on termination and non-renewal); and
- No supervisor of the College or any other person except the President of the College has any authority to enter into any agreement for employment for any specified period of time or make any binding representations or agreements inconsistent with this Employee Handbook or the Master Agreement.

Employee Signature

Date

Employee's Name (please print)

Witness:

College Official's Signature

Date

This receipt will be placed in the employee's personnel file.

Revision 6/04