



EMPLOYEE HANDBOOK

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TABLE OF CONTENTS

I.	INTRODUCTION	3
II.	PURPOSE OF THIS EMPLOYEE HANDBOOK	3
III.	EQUAL EMPLOYMENT OPPORTUNITY	4
IV.	TERMS AND CONDITIONS OF EMPLOYMENT	4
	A. AT-WILL STATUS	4
	B. CLASSIFICATION OF EMPLOYEES	4
	C. EXEMPT/NON-EXEMPT EMPLOYEES/OVERTIME PAY	4
	D. TIME SHEETS	5
	E. REPORTING TO WORK	5
V.	COMPENSATION AND BENEFITS	6
	A. PAY	6
	B. BONUSES	6
	C. EXPENSES, ADVANCES, LOANS	6
	D. LEAVE TIME	7
	E. STATUTORY BENEFITS	9
VI.	PERFORMANCE EVALUATION	10
VII.	WORKPLACE CONDUCT AND APPEARANCE	10
VIII.	CORRECTIVE ACTION/ DISMISSAL	11
IX.	SEPARATION FROM EMPLOYMENT	11
	A. RESIGNATION	11
	B. LAY-OFFS	12
	C. GRIEVANCE PROCEDURES IN CASES OF TERMINATION	12
	D. PAY UPON TERMINATION	12
X.	EMPLOYEE PROBLEM SOLVING	12
XI.	CONFIDENTIALITY	12
XII.	DISCRIMINATORY HARASSMENT	13
XIII.	SEXUAL HARASSMENT	13
XIV.	DRUG, ALCOHOL AND TOBACCO POLICY	13
XV.	SOFTWARE PIRACY POLICY	14
XVI.	E-MAIL, VOICEMAIL AND SYSTEM ACCESS POLICY	14
XVII.	OUTSIDE EMPLOYMENT	15

I. INTRODUCTION

The Marlton Recreation Council of Evesham Township, Inc. (MRC; MRC) welcomes you as a new employee. The MRC is a 501(c)3 nonprofit organization, established in 1958, whose purpose is to establish, operate, and maintain recreational activities in the Township of Evesham, and provide and instruct athletic, sporting, and recreational events to boys and girls residing in Evesham Township, under the bylaws and policies of the MRC. The MRC currently manages approximately thirteen sports programs, competing at the recreation and competitive travel level and handles approximately 6,000 player/coach registrations annually.

The MRC has an Executive Board as outlined by the organization's bylaws. The Executive Board establishes MRC mission, bylaws, and policies. It is the President's responsibility to oversee the hiring and supervision of all employees, although the President may choose to delegate some of these responsibilities to other managerial staff within the MRC

All employees of the MRC have a responsibility to adhere to the highest standards of ethics and professionalism in representing MRC and carrying out our mission.

II. PURPOSE OF THE EMPLOYEE HANDBOOK

This Employee Handbook is intended to serve as a guideline, describing the basic personnel policies and practices ordinarily applied by the MRC. The MRC Executive Board reserves the right to alter established employment guidelines that may not be contained in the Employee Handbook. It is not intended to create and is not a contract of employment. No contractual rights are conferred on the employee by this Employee Handbook; its provisions shall not constitute contractual obligations enforceable against MRC. The employees of MRC are terminable-at-will, meaning that either the employee or MRC may terminate the employment relationship at any time, with or without cause.

MRC reserves the right to make changes, from time to time, with or without notice, to the guidelines described in this Handbook. Moreover, because it is impossible to anticipate every situation that may arise, the MRC reserves its right to address a situation in a manner different from that described in this Handbook.

If you have questions about the policies and procedures described in this Handbook, or suggestions for improvement, please see the Vice President.

III. EQUAL EMPLOYMENT OPPORTUNITY

The MRC provides equal employment opportunities to all individuals based on job related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, marital status, or national origin. It is our policy to maintain a non-discriminatory environment free from intimidation, harassment or bias based upon these grounds.

Any employee who believes that s/he or any other employee of the MRC has been discriminated against is strongly encouraged to report this concern promptly to the President.

IV. TERMS AND CONDITIONS OF EMPLOYMENT

A. At-Will Status

Employees of the MRC are employed at will, which means that they are not hired for any definite period and either they or the MRC may terminate the employment relationship at any time, with or without cause.

If you believe that you have been promised that your employment will continue for some definite period, and that you are not an at-will employee, please consult with the President immediately.

B. Classification of Employees

Full-time Employees - an employee who is normally scheduled to work at least 40 hours per week. Full-time employees are currently eligible for the MRC benefits as outlined in this handbook.

Part-time Employees - an employee who is normally scheduled to work less than a 40-hour work week. Part-time employees working 24 to 40 hours are currently eligible for flex benefits, annual leave, holidays, sick leave and jury duty on a prorated basis.

Temporary Employees - an employee who is hired in a job established for a temporary period or for a specific assignment or group of assignments. Temporary employees normally are not eligible for participation in MRC benefits.

Independent Contractors are those who are paid on a fee-for-service basis to perform certain specified services. Independent Contractors are not considered to be employees of the MRC and are not covered by this employee handbook.

C. Exempt/Non-exempt Employees/Overtime Pay

When you were hired, your job description indicated whether your position is "exempt" (meaning, among other things, you are exempt from the overtime pay requirements of the Fair Labor Standards Act) or "non-exempt" (meaning you are covered by the overtime requirements.)

Exempt employees are those whose jobs are primarily executive, administrative, or professional in nature, as defined by federal regulations.

1. Non-exempt employees and overtime: If you are non-exempt, you will be paid overtime, at the rate of one- and one-half times your regular hourly rate of pay, for any hours worked beyond 40 hours in each work week. However, non-exempt employees must obtain advance permission from the President before working more than 40 hours in a work week.

For overtime purposes, the work week begins on Sunday at 12:01 a.m. and ends on Saturday at midnight. Only those hours that are actually worked by the employee will be considered "hours worked" in computing whether overtime is due and, if so, how much. Scheduled and unscheduled absences and time off for holidays, annual leave, sickness, jury duty, bereavement leave or military leave, or for other reasons, do not count as hours worked for this purpose.

Non-exempt employees may not take compensatory time in lieu of overtime pay; however, employees may be given time off within the same work week in which the extra hours were worked. For instance, if this week you work 12 hours on Monday, it is permissible (with the advance consent of your supervisor) to work only 4 hours on Tuesday, so that by the end of the week you will not have worked over 40 hours. In fact, your supervisor may require that you take such time off. However, you may not wait until next week to take the four hours off and use that in lieu of overtime pay.

2. Exempt employees and overtime: Exempt employees are responsible for working as many hours as necessary to get the job done and are not eligible for overtime pay. During extraordinarily busy times, exempt employees may check with the President to arrange for flexibility within their normally scheduled work hours, which may be approved when, in the President's discretion, it is appropriate and circumstances permit.

D. Time Sheets

All employees (including full-time, part-time, and temporary) are responsible for completing and submitting time sheets documenting hours worked and leave time utilized. If you are unaware of the procedures for doing so, please ask the President.

E. Reporting to Work

The regular, full-time workday is from 8:00 a.m. to 5:00 p.m., with a one-hour lunch period. The workday may be shortened, within reason, if a full-time employee 'works through' lunch or takes a shortened lunch period.

With the approval of the President, flexible hours will be allowed as well as pre-approved remote work. If you are unable to come to work or will be late for any reason and have not received advance permission for the absence, please call your supervisor before 8:00 a.m. to report your absence or lateness. Absence without notice for three days may result in termination.

Part-time employees (20 hour a week employees) will be scheduled by the Executive Director in consultation with the Executive Board to meet the needs of the organization.

V. COMPENSATION AND BENEFITS

A. Pay

Employees are paid biweekly. If payday falls on a weekend, employees will be paid on the Friday preceding that weekend. All employees are required to utilize direct deposit for payroll processing. The payroll system will provide employees with electronic pay stubs; no paper checks or pay stubs will be issued.

B. Bonuses

Bonuses, when paid, are a matter of discretion, not of right. Whether the MRC will pay any employee a bonus in a particular year will depend upon a number of factors to be considered by the President and voted on by the Executive Board. The MRC makes no promise regarding the payment of bonuses, and employees should not expect to receive a bonus. The fact that a bonus may be granted once, or more than once, does not mean that it will be granted again in the future, or that, if granted, it will be in the same amount.

C. Expenses, Advances, Loans

Employees must obtain the advance consent of their supervisor before incurring expenses for which they will seek reimbursement. The MRC will reimburse employees for reasonable expenses incurred in connection with the business of the organization that have been properly approved and are submitted for payment with receipts attached or proper documentation.

Cash advances are only paid to employees if the employee is traveling out-of-town on business for the organization. An expense report and reimbursement of any unexpended funds advanced to the employee must be submitted within five days of completion of the employee's travel.

No loans or advances on payroll will be made to any employee.

D. Leave Time

This section describes the leave time benefits currently offered to employees of the MRC Except where indicated. This section does not apply to *temporary* employees. For purposes of this section, the benefit year is defined as January 1 to December 31. All leave time will be calculated in hours.

1. Paid holidays- the MRC observes sixteen holidays each year.

Full-time employees are paid for each observed holiday. All part-time employees are paid a prorated amount based on the number of hours they are scheduled to work per week. Holidays are paid at the employee's regular rate.

1. New Year's Day
2. Martin Luther King Jr. Day
3. Presidents' Day
4. Good Friday
5. Easter Monday
6. Memorial Day
7. Juneteenth
8. Independence Day
9. Labor Day
10. Columbus Day
11. Veterans Day
12. Thanksgiving Day
13. Thanksgiving Friday (employee can float holiday)
14. Christmas Day
15. Day after Christmas (employee can float holiday)
16. New Year's Day

2. Annual Leave/Vacation

During the first two years of employment, full-time MRC employees earn 8 hours per month. Part-time employees receive prorated annual leave based on the number of hours per week they are scheduled to work, i.e., 30-hour per week employees earn 6 hours leave per month. Only part-time employees working 24 hours or more per week are entitled to annual vacation leave accruals.

For the computation of annual leave, employment commencing between the 1st and 15th day of the month will be considered a full month of employment. For employment commencing between the 16th and the end of the month, annual leave computation will begin with the first day of the following month. Employees earn but may not use annual leave during their first three months of employment.

Beginning on the first day of the month following your third year of employment, full-time employees earn 1.25 annual leave days (10 hours) per month plus two annual leave days per year for an annual total of 17 days. For example, if you start on 3/25/15, beginning 4/1/18 you will begin earning 1.25 annual leave days (10 hours) per month plus two annual leave days per year.

Employees are expected to use their annual leave. Employees may not carry over more than 96 hours of annual leave days from one calendar year to the next without written permission from the President. The MRC will buy back up to 48 hours per year from the employee in December of each year, in consideration for not utilizing vacation leave. Buyback requests must be submitted in writing to the Board President by December 1 of the calendar year.

Requests to take annual leave must be approved in advance by the employee's supervisor. A non-exempt employee may choose to take full or partial days as annual leave, based on the number of hours earned by that employee. Employees are expected to plan their annual leave with consideration to work schedules and the supervisor may withhold approval of annual leave requests and request employees to reschedule if necessary to meet work demands.

3. Sick Leave- Full-time employees earn 8 hours of sick time per month for a total of 96 hours per year. Full-time employees may carry up to 192 hours year-to-year. The MRC will buy back up to 48 hours per year from the employee in December of each year, in consideration for not utilizing sick time. Buyback requests must be submitted in writing to the Board President by December 1 of the calendar year. Employees accrue health leave after their first 30 days of employment. Accrued health days will not be reimbursed upon termination of employment.

All part-time employees will earn prorated sick time in accordance with the NJ Sick Leave Law time based on the number of hours per week they are scheduled to work. As of Oct 29, 2018, part-time employees accrue 1 hour of earned sick leave for every 30 hours worked, up to a maximum of 40 hours of leave per benefit year. Employees may accrue up to a maximum of 40 hours of unused sick leave and carry it to the next year. Employees accrue sick leave after their first 30 days of employment. The MRC will buy back up to 24 hours per year from the employee in December of each year, in consideration for not utilizing sick time. Buyback requests must be submitted in writing to the Board President by December 1 of the calendar year. Accrued health days will not be reimbursed upon termination of employment.

Sick leave can be used by employees to:

- care for their own, or a family member's, physical or mental health or injury
- address domestic or sexual violence against themselves or a family member
- attend a child's school-related meeting, conference, or event
- take care of their children when school or childcare is closed due to an epidemic or public health emergency

4. Bereavement leave- Full-time employees who have completed at least three months of continuous employment and who experience the death of a parent, grandparent, parent-in-law, spouse, domestic partner, sibling, child or grandchild, or a stepparent, stepsibling, stepchild, or step-grandchild, may take up to 24 hours of paid bereavement leave.

5. Jury Duty- If you are selected for jury duty you will be placed on leave. The MRC will pay you the difference between your normal pay and the amount you are paid or serving as a juror, provided you give your supervisor notice of your selection for jury duty within three business days of receiving the notice.

6. Military Service- the MRC conforms to all state and federal statutes pertaining to military service. An employee who is a member of the active military reserves or active National Guard unit shall be excused from work and given Military Leave. The absences all are not charged against annual leave and the employee shall receive normal salary less the amount of base pay received from the military unit The employee shall give the President copy of the official orders to qualify for this type of leave

7. Unpaid leave- full-time employees may request unpaid leave, not covered by any of the other policies included herein, by filing a written request with the President. The President may grant or deny the request, in his/her discretion, depending on the circumstances of the request and/or the needs of MRC. An employee does not accrue annual leave or health leave while on unpaid leave. If a request for unpaid leave is granted, the MRC will, in its discretion, determine whether any benefits will continue through the leave, and at what cost, if any, to the employee. This will depend upon several factors, including the nature and extent of the leave.

F. Statutory Benefits

1. Workers' Compensation- All paid employees of the MRC regardless of classification, are covered by workers' compensation insurance as required by law. Employees must report any work-related injury or illness immediately to the operations manager. New Jersey state law requires that employees submit written notice of work-related injuries or illnesses within four working days.

The MRC strives to provide safe working conditions for all employees. No employee should perform any task that he/she believes is unsafe. Employees should not take unnecessary risks. Each employee is responsible for his/her performance and adherence to the safety rules. It is each employee's responsibility to report unsafe conditions immediately to the operations manager.

2. Unemployment Insurance- All paid employees, regardless of classification, are entitled to unemployment benefits if they become unemployed through no fault of their own. Claims should be filed with the New Jersey Department of Labor and Employment, Division of Employment and Training.

VI. PERFORMANCE EVALUATIONS

Generally, performance reviews of employees will be conducted on an annual basis, although usually a new employee will be reviewed at the end of the first six months, as well. Performance reviews are intended to identify both those aspects of the job which are being performed well and those aspects that need attention. They are also a formal opportunity for you to express any concerns you might have about the job or about your employment with the MRC. However, if you do have concerns, there is no need to wait until your next review to express them; your supervisor is available throughout the year to meet with you about issues, problems or questions related to your employment.

VII. WORKPLACE CONDUCT AND APPEARANCE

In addition to expecting employees to perform their jobs competently and reliably, the MRC expects employees to conduct themselves in a professional, ethical, and responsible manner that reflects well upon the MRC, promoting a spirit of cooperation and teamwork among employees, and that is respectful of the clients, volunteers, and members of the public with whom we interact. Failure to do so may lead to corrective action, including dismissal.

No workplace conduct statement can possibly cover every circumstance that may arise. Employees are urged to use common sense and ask a supervisor for clarification of any questions in this area.

The MRC recognizes and respects the right of every member to express his/her social, cultural, and ethnic personality in his/her mode of dress, grooming and appearance, and the MRC has a bona-fide business need to present a professional appearance to the community which it serves. Hence, the MRC maintains the exclusive right to establish and enforce standards of dress, grooming and appearance dictated by business need, work setting, exposure to visitors, modesty, and common sense.

The MRC dress code is business casual unless meetings or other engagements require formal business attire. Business casual is more contemporary and less rigid than the traditional, office attire, while still looking professional and appropriate for work. Jeans that are not worn, torn, faded or stylized are acceptable business casual attire.

Certain types of clothing are prohibited and are not considered business casual, including, but not limited to: spandex, leggings, halter-type tops, sweatshirts and sweatpants, warm-up suits, miniskirts, skirts with accentuated slits, shorts, tee shirts, sheer clothing, and ripped or torn clothing.

Perfume, colognes, aftershave, and scented body lotions, and other personal body fragrances are not permitted. Determination of this offense shall be made by the supervisor or in response to a complaint from a visitor, or coworker.

VIII. CORRECTIVE ACTION/DISMISSAL

When performance issues are identified with respect to an employee, when instances of unacceptable conduct occur, or when for any reason the employment relationship has become problematic from the point of view of the MRC, any of a variety of steps might be taken, up to and including termination. In some cases, the employee might be given an oral or written warning. In other cases, suspension (with or without pay), demotion, or other corrective action might take place. The MRC reserves its right to determine what it believes is an appropriate response, and to implement it. The action taken in an individual case should not be assumed to establish precedent in other circumstances.

IX. SEPARATION FROM EMPLOYMENT

As stated above, all employees of the MRC are employed at will, meaning that they or the employer may terminate the employment relationship at any time, with or without cause. The following policies apply to those who are separating from the MRC's employment.

A. Resignation

Employees are asked to give at least two weeks' notice of resignation. Some employees, upon hiring, will be asked to give more notice than this, because of the nature of their employment. After an employee gives notice, a supervisor can arrange for payment of the final paycheck and earned annual leave. On or before the last day of work, all MRC property, such as keys, files, documents, equipment, and software must be returned to your supervisor.

The MRC reserves the right to pay a resigning employee for the notice period, but to prohibit the employee from working for the MRC during that time. At the request of their supervisor, employees may also be asked to participate in an exit interview.

B. Layoffs

There may be times when the MRC determines that it is necessary to make cutbacks or reductions in staff, leading to the lay-off of one or more employees. In determining which employee(s) shall be laid off, the MRC may consider any and all factors that it deems relevant, including, without limitation: the needs of the MRC as a whole; the skills, qualifications and performance histories of individual employees; anticipated changes in

services to be provided by the MRC; seniority; budgetary constraints; and any restrictions or guidelines imposed by law.

C. Use of Grievance Procedures in Cases of Termination

Employees (other than temporary employees) who are dismissed from employment may use the Grievance Procedures described in Section X below. However, the MRC is not required to keep such employees on the payroll or enrolled in any benefits pending completion of the grievance process.

D. Pay Upon Termination

Upon termination of the employment relationship, the employee will be paid any wages earned but not yet paid, and any earned but unused annual leave pay. The employee will not be paid for earned but unused health leave or other paid leave.

X. EMPLOYEE PROBLEM SOLVING

If an employee feels that inappropriate corrective action has been taken against him/her, and the employee has been unable to resolve the matter informally by speaking with the supervisor, the employee may file a written grievance with the President within 10 business days of the taking of the action. The President or the President's designee will investigate the incident, where appropriate, and will generally provide a written response to the employee within 20 business days. If more time is needed to respond to the complaint, the person filing the complaint will be notified. The decision of the President is final.

If the President is the employee's immediate supervisor, the written complaint must be submitted to the Vice President of the Executive Board who will follow the same procedures outlined above. In such cases, the decision of the Executive Board is final.

The filing of a grievance does not operate to suspend the action being complained of. For instance, if the employee is complaining that he/she was unfairly suspended without pay, he/she will remain suspended without pay for the period initially determined, unless and until the President reverses the decision leading to the suspension. Similarly, the MRC has no obligation to keep a terminated employee on the payroll or enrolled in any benefits not ordinarily available to terminated employees, pending completion of the grievance process.

XI. CONFIDENTIALITY

It is forbidden for employees to discuss confidential matters related to co-workers, members, or clients with anyone (including, but not limited to, friends, spouses, domestic partners, relatives, etc.) except as required in the course of the employee's work or by court order or other legal mandate. Violations of confidentiality are considered very

serious and will not be tolerated. Employees will not speak to members of the press and any public organizations as representatives of the MRC, unless specifically authorized by the Executive Board. No employee shall actively campaign for a political candidate in the name of the MRC

XII. DISCRIMINATORY HARRASSMENT

It is a violation of the MRC policy to harass anyone at work because of his or her race, color, age, religion, veteran status, sex, disability, national origin, creed, sexual orientation, or ancestry. The MRC is committed to maintaining a workplace that is free of any such harassment.

If you believe that you have been subject to discriminatory harassment by a co-worker, supervisor, volunteer, client, or vendor, or by anyone else during the course of your employment, please report your concerns immediately to the President. Retaliation against an employee by any person under the MRC's control for opposing such harassment, for filing a bona fide complaint of discriminatory harassment or for providing information in good faith regarding another employee's complaint, will not be tolerated.

Once a complaint of discriminatory harassment has been filed, an investigation will be conducted. The nature and extent of the investigation will depend upon the complaint. The intent is to obtain further information about the events/conduct complained of, to enable the person(s) named in the complaint to tell their side of the story, to determine whether discriminatory harassment has in fact occurred, and to develop an appropriate resolution. You may be asked to put your complaint in writing, or the person with whom you discuss your complaint might take notes and ask you to sign them. All employees are expected to cooperate with any the MRC-sponsored investigation of a complaint of discriminatory harassment, upon the request of the President.

Any employee who is determined to have committed discriminatory harassment or retaliation or who fails to cooperate with the MRC-sponsored investigation of discriminatory harassment or retaliation will be subject to disciplinary action, up to and including termination.

XIII. SEXUAL HARRASSMENT

The MRC is firmly committed to maintaining a positive working environment and a workplace which is free of inappropriate conduct, including offensive verbal and written communication of a sexual nature.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- (a) submission to such conduct is made (explicitly or implicitly) a term or condition of the individual's employment;
- (b) submission to or rejection of such conduct is used as the basis for employment decisions affecting the individual; or
- (c) such conduct has the purpose or effect of creating an intimidating, hostile, or offensive working environment.

Any employee who feels he/she may have been subject to sexual harassment or inappropriate sexual conduct should take the complaint directly to the President. Complaints will be promptly investigated, and appropriate action will be taken against the offender.

XIV. DRUG, ALCOHOL AND TOBACCO POLICY

Employees shall comply with MRC **Policy 101.02 Drug, Alcohol and Tobacco Use** as well as the guidance in this Employee Handbook.

Smoking is prohibited throughout our offices and at any MRC-sponsored event or activity, as well as on Evesham Township property.

The MRC is committed to the well-being of our employees, to the safety of the workplace, and to the provision of high-quality services to our clients. For all these reasons, we cannot tolerate the unlawful possession, use, manufacture, distribution, or dispensation of controlled substances in the workplace or during work time.

Moreover, employees must come to work free from the influence of alcohol, illegal drugs, and unlawfully used prescription medications. Any employee who violates this restriction will be subject to disciplinary action, up to and including termination.

Under federal law, any employee who is convicted of a criminal drug statute violation occurring in the workplace must notify his/her employer of the conviction within 5 days.

XV. SOFTWARE PIRACY POLICY

It is the policy of the MRC to utilize all commercially purchased software in accordance with its individual licensing agreement. Unless otherwise provided in the license, any duplication of copyrighted software, except for backup and archival purposes, is in violation of the MRC's policy.

XVI. EMAIL, VOICEMAIL, AND SYSTEM ACCESS POLICY

The MRC utilizes systems where employees receive and send messages through e-mail and voice mail. Although employees can use personal access codes, the MRC maintains the ability to

access any messages left on or transmitted over the systems. Because of this fact, employees should not assume that messages are confidential or that access by the MRC will not occur. The MRC has the right to view any emails sent or received by any individual using an MRC email account.

Voicemail and system passwords may not be changed without prior notification in writing to the Executive Director. The Executive Director will maintain a master listing of organizational usernames and passwords and provide a copy to the document to the Executive Board.

Employees may not attempt to gain access to another employee's e-mail or voice mail without the latter's permission.

XVII. OUTSIDE EMPLOYMENT

Employees of the MRC must obtain the prior consent of the Executive Board before accepting other work to be performed concurrently with their work here, including, but not limited to, freelance or contract employment. the MRC employees may not, under any circumstances, engage in any paid activity which conflicts with or is in direct competition to the services provided by the MRC or which is detrimental to the performance of their regular employment.



ACKNOWLEDGMENT OF RECEIPT OF THE EMPLOYEE HANDBOOK

I have received a copy of the Marlton Recreation Council's Employee Handbook, have reviewed it and had the opportunity to ask my supervisor questions about it. I understand the policies described in the Handbook and agree to abide by them.

I understand that this Employee Handbook does not represent a contract of employment, but rather serves as a guideline.

I acknowledge that no representative of the MRC has promised me employment for any definite period, and that no one is authorized to make such promises to me unless they are in writing signed by the President. I understand that as an employee of the MRC, I am employed at will, meaning that either I or the MRC may terminate my employment at any time, with or without cause.

I understand that this Employee Handbook, and the policies and benefits described in it, may be changed from time to time, with or without advance notice, at the MRC's discretion.

Signed _____

Please Print Name _____

Date of Acknowledgement _____