**Acknowledgment of Receipt and Review**

By signing below, I acknowledge that I have received a copy of William James Association Employee Handbook (handbook) and that I have read it, understand it, and agree to comply with it. I understand that William James Association has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits contained in the handbook at any time with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, can supplement or modify this handbook. Changes can only be made if approved in writing by the Board of Directors of William James Association. I also understand that any delay or failure by William James Association to enforce any rule, regulation, or procedure contained in the handbook does not constitute a waiver on behalf of William James Association or affect the right of William James Association to enforce such rule, regulation, or procedure in the future.

I understand that neither this handbook nor any other communication by a management representative or other, whether oral or written, is intended in any way to create a contract of employment. I further understand that, unless I have a written employment agreement signed by an authorized Organization representative, I am employed "at-will" (to the extent permitted by law) and this handbook does not modify my "at-will" employment status.

If I am covered by a written employment agreement (signed by an authorized William James Association representative) or a collective-bargaining agreement that conflicts with the terms of this handbook, I understand that the terms of the employment agreement or collective-bargaining agreement will control.

This handbook is not intended to preclude or dissuade employees from engaging in legally protected activities under the National Labor Relations Act (NLRA).

This handbook supersedes any previous handbook or policy statements, whether written or oral, issued by William James Association.

If I have any questions about the content or interpretation of this handbook, I will contact the Administrative Director.

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Date

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Signature

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Print Name