

Handbook Acknowledgement

- I acknowledge that I have received a copy of The Sussex Montessori School's Employee Handbook dated: _____. I understand that this handbook replaces any and all prior verbal and written communications regarding The Sussex Montessori School's working conditions, policies, procedures and appeal processes.
- I have read and understand the contents of this handbook and will act in accordance with these policies and procedures as a condition of my employment with The Sussex Montessori School.
- I have read and understand the Standards of Conduct expected of my employment by The Sussex Montessori School and I agree to act in accordance with the Standards of Conduct as a condition of my employment.
- I understand that if I have questions or concerns at any time about information contained in the handbook or the Standards of Conduct, I will consult my immediate supervisor, the Sussex Montessori School leader, a Human Resources representative, or the Sussex Montessori School Board for clarification.
- I also acknowledge that the handbook contains an employment-at-will provision that states:
- Either The Sussex Montessori School or I can terminate my employment relationship at any time, with or without notice;
 - This this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other The Sussex Montessori School documents, or in any verbal statements to the contrary; and
 - That no one can enter into any differing employment relationship, contract, or agreement.
- I acknowledge that I have read The Sussex Montessori School's Employee Handbook and the employee Standards of Conduct carefully to understand these conditions of employment before signing this document.

Print Name and Signature

Date