



Employee Acknowledgement Form

The Employee Handbook-Personnel Policies describes important information about Discovery Point. I understand that I should consult the Center Owner or Director if I have any questions that are not answered in the handbook.

I became an employee at Discovery Point voluntarily. I understand and acknowledge that there is no specified length to my employment at Discovery Point and that my employment is at will. I understand and acknowledge that "at will" means that I may terminate my employment at any time, with or without cause or advance notice. I also understand and acknowledge that "at will" means that Discovery Point may terminate my employment at any time, with or without cause or advance notice, as long as they do not violate federal or state laws.

I understand and acknowledge that there may be changes to the information, policies, and benefits in the handbook. The only exception is that Discovery Point will not change or cancel its employment-at-will policy. I understand that Discovery Point may add new policies to the handbook as well as replace, change, or cancel existing policies. I understand that I will be told about any handbook changes and I understand that handbook changes can only be authorized by the President/CEO of Discovery Point or by the Center Owner depending on the policy.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. I have received the handbook and I understand that it is my responsibility to read and follow the policies contained in this handbook and any changes made to it.

Employee's Name (printed): _____

Employee's Signature: _____

Date: _____