

ACKNOWLEDGEMENT OF 2018 REVISION OF EMPLOYEE GUIDELINES

I, the undersigned, acknowledge that I have received these Employee Guidelines from NCWVCAA.

I understand that it is my responsibility to read and understand the full contents of these Employee Guidelines, which describe important information about NCWVCAA and the expectations NCWVCAA has for its employees.

I understand that if I have any questions regarding the contents of these Employee Guidelines or my employment, which are not addressed by these Employee Guidelines, it is my responsibility to consult with NCWVCAA.

I understand that these Employee Guidelines and its provisions are designed to serve only as a guide to some of NCWVCAA’s policies, practices, and procedures. I understand that these Employee Guidelines do not create any type of contract of employment.

NCWVCAA has the right to make unilateral changes in its Employee Guidelines, including changes in wages and benefits.

I understand, if hired or currently employed, my employment can be terminated with or without notice at any time for any reason or no reason. I am an “at-will” employee.

I also understand that no management official or supervisor is authorized to make any oral assurances or promises of continued employment or terms and conditions of employment, including wages and benefits, and that any such promise, pledge or agreement must be in writing and signed by the Executive Director of NCWVCAA.

I understand that failure to comply with set standards can result in a written warning up to and including termination.

If currently employed, these Employee Guidelines will be in effect after one full pay period’s notice. For new hires, these Employee Guidelines are effective immediately.

I understand that these Employee Guidelines supersede all previous employee guidelines issued by NCWVCAA, 1304 Goose Run Road, Fairmont, West Virginia 26554 (304) 363-2170.

Employee Signature

Date