

Employee Manual Acknowledgment and Receipt

I have received an orientation to the Employee Manual.

The employee manual describes important information about State Technical College of Missouri, and I understand that I should consult my manager or Human Resources regarding any questions not answered in the manual. I have entered into my employment relationship with the College voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or State Technical College of Missouri can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand and agree that, other than the College President, no manager, supervisor, or representative of the College has any authority to enter into any agreement for employment other than at will; only the College President has the authority to make any such agreement and then only in writing signed by the College President.

The Employee Manual and the policies and procedures contained therein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with State Technical College of Missouri. By publishing this manual, the College expressly revokes any and all previous policies and procedures that are inconsistent with those contained therein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the College, and the College reserves the right to change my hours, wages, and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at State Technical College of Missouri is employment at will, which may be terminated at the will of either the College or myself. Furthermore, I acknowledge that the Employee Manual is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the College or myself.

I have received an orientation to the Employee Manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE