Statement of Receipt of Employee Personnel Manual

This is your copy of the Girl Scouts of West Central Florida's Employee Personnel Manual. It gives you general information about Girl Scouts of West Central Florida policies, procedures and benefits. It also identifies what Girl Scouts of West Central Florida expects of you while you are working here. Please read it carefully and refer any questions to your supervisor or the Director of Human Resources.

Please understand that this manual does not represent any employment contract between you and the Girl Scouts of West Central Florida. None of the policy provisions is a contractual commitment. Although it is the Girl Scouts of West Central Florida's intention to continue to provide the policies and benefits contained therein, manual provisions may be modified or deleted in management's sole discretion. All Girl Scouts of West Central Florida employees are employed at will, which means that both the Girl Scouts of West Central Florida and the employees can terminate employment relationship at any time, and for any reason.

By my signature below, I hereby certify that I have received a copy of the Employee Personnel Manual for Girl Scouts of West Central Florida, Inc., and agree to familiarize myself with the contents of this manual and to comply with all policies and procedures as set for therein. I understand that the policies and procedures contained in this manual supersede those found in former versions and that in case of any difference between the current and former versions, the current policy or procedure shall in all instances apply. I further understand that neither this manual nor any other council document constitutes or implies a contract of employment.

This form will be included in your personnel file.

_____
Printed Name of Employee

_____ _____
Employee Signature Date