

ACKNOWLEDGEMENT AND RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge receipt of the Newaygo Area District Library Handbook. I understand that any previous contracts, policies or representations relating to my employment are no longer in effect, having been replaced by this Handbook. I understand that no one is authorized to make changes in the terms of this Handbook, except through written revision of this Handbook by the Newaygo Area District Library's President. Further, I agree that the contractual portions of this Handbook as set forth in the Handbook Application section are binding on me and the Newaygo Area District Library.

Limitation on Claims

I acknowledge, understand, and agree that any action or suit against the Newaygo Area District Library, arising out of my employment or termination of employment, including, but not limited to, claims arising under state, federal, local civil rights statutes or ordinances, must be brought within the statutorily specified time limit or 182 days of the event giving rise to the claim, whichever is less, or be forever barred. Any statute of limitations which exceeds 182 days is expressly waived

Terms of "At-Will" Employment Policy

I acknowledge, understand, and agree that my hiring by the Newaygo Area District Library does not result in a contract for employment. The Newaygo Area District Library may terminate my employment with or without notice and with or without cause, at any time. Nothing in this document or any document published by the Newaygo Area District Library or any oral statement made by anyone employed by the Newaygo Area District Library may modify the above terms. The only exception to the above is a formal written employment contract signed by the Newaygo Area District Library's President and the employee.

Date: _____

(Employee's Signature)

(Employee's Printed Name)