

FlatRock Hawcreek School Nutrition Handbook



DISTRICT VISION:

Feeding our future, one student at a time.

OUR MISSION:

Deliver experiences that enrich and nourish lives.

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CHILD NUTRITION HANDBOOK

The Child Nutrition handbook is a supplement to the FlatRock Hawcreek Employee Handbook and Board Policy and is not intended to replace it. While the employee handbook covers many topics, it is not intended to cover all topics. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee. If you have further questions, please discuss them with your Manager or Area Director. This handbook is not intended to be an expressed or implied contract between FRHC and any employee.

CHILD NUTRITION PROGRAM

Child Nutrition Program participates in the National School Breakfast and Lunch Program. These federal programs are a means of providing nutritious meals to children. They contribute to a better understanding of good nutrition and better eating habits. Research has proven that students who are well nourished perform better in school. Meals served to students are the only meals eligible for reimbursement from the United States Department of Agriculture (USDA). The USDA does not aid in the form of money or commodities for adult meals.

CHILD NUTRITION SUPPORT STAFF STRUCTURE

The success of our operation depends on the coordination of efforts at both campus and departmental levels. Reporting procedures for handling internal food service concerns are identified as follows:

- Child Nutrition Workers
- Campus Cafeteria Managers
- Area Food Service Director
- Superintendent

PHILOSOPHY

It is important to follow the staffing structure listed above when an employee has workplace concerns. The Board encourages employees to discuss their concerns with their Manager, Director, or other appropriate administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Child Nutrition and FRHC embrace an open-door policy and in the event of an inadequate response to your concern, or if you are not comfortable bringing your concern to your manager, you may request to speak to another person on the Support Staff team.

EMPLOYMENT CATEGORIES

REGULAR FULL-TIME (At Will) employees are those who are not in a temporary or introductory status and who are regularly scheduled to work CN's full-time schedule. They are eligible for benefit package, subject to the terms, conditions, and limitations of each benefit program.

PART-TIME (At Will) employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work 29 hours per week or less. They are eligible for benefit package, subject to the terms, conditions, and limitations of each benefit program.

SUBSTITUTE - Substitute employees attend employee orientation training and participate in on-the-job training. Upon completion of new hire training, substitute employees take on the role of an On-Call team member. When an At Will position becomes available at the campus a substitute employee may express their interest for the At Will position. If the current employment of the substitute is favorable to both the individual and the campus the substitute employee can be offered the At Will position. A formal offer sheet will be drafted by CN and presented to the Board. Once the Board has approved, and employment is accepted. The hired individual will be directed to the benefits office to enroll in benefits offered to At Will employees.

Assignment as a substitute is of a limited and/or unpredictable duration. Employment beyond any initially stated period does not in any way imply a change in employment status.

CERTIFICATION REQUIREMENTS

Managers are responsible for having the required ServSafe training and for taking actions to ensure their credentials do not lapse.

Annual Training Requirements Required for all school nutrition program employees

The hourly requirements for each position is listed below:

Director 12

Manager 10

All other program staff (working more than 20 hours/week) 6

Part-time program staff (working less than 20 hours/week) 4

Hired after January 1 Must complete half of the above training hours for their position during the first year of employment when hired after January 1.

Managers will document training hours, Course, attendance, & file for a 3 years period.

EMPLOYEE EXPECTATIONS: Manager

1. Production records must be completed daily.
2. Daily cash handling procedures must be followed, logged, and completed.
3. Accurately order food, and supplies in the timelines given.
4. Take inventory counts of food and non-food supplies monthly.
5. Inventory must be maintained at a correct level (1.5 weeks on hand).
6. Verify deliveries as they arrive.
7. Prepare, batch cook, and serve quality food per the planned menu, and standardized recipes daily.
8. Contact area Director before leaving the campus for any reason.
9. Accurately report daily meal counts, and cash sales.
10. Turn in required reports weekly, monthly to area Director.
11. Manage staff to follow proper processes, and procedures in the kitchen, and insure that absences are managed, and requested appropriately. Follow proper progressive discipline procedures, seeking help from your area Director, HR, Superintendent as needed.
12. Maintain clean, sanitary, and organized office, storage, and kitchen areas.
13. HACCP records must be completed and up to date.
14. Attend development meetings, and trainings that the area Director assigns.
15. Adhere to all food safety and sanitation standards.
16. Conduct daily and monthly safety, and meal evaluation meetings to address any menu or safety issues.
17. Manage employee hours daily.
18. Conduct cashier audits monthly. (HHS only)
19. Manage food prep, cooking, and line set up, and customer service.
20. Contact your area Director for assistance at any time to avoid errors or to prevent falling behind on your job expectations.
21. If an absence is necessary- You are responsible for contacting your area Director 2 hours prior to your shift. You are required to document your own absents on your weekly time sheet. All duties should be covered or alternate plans for completion should be made. Absences beyond your yearly personal/sick days without doctor verification will result in disciplinary action.

EMPLOYEE EXPECTATIONS: Lead Positions

1. Production records must be completed daily.
2. Take inventory count of food, and supplies on designated days.
3. Maintain an inventory level of (1.5 weeks on hand).
4. Verify deliveries, and document missing, damaged, or unappealing items.
5. Prepare, batch cook, and serve quality food per the planned menu, and standardized recipes daily.
6. Contact your area Manager before leaving the campus for any reason.
7. Accurately assist in reporting daily meal counts, and cash sales.
8. Turn in daily, weekly, monthly required documents to your area Manager.
9. Communicate any employee issues to the Manager.
10. Maintain a clean, sanitary, and organized work area.
11. HACCP records must be completed and up to date.
12. Attend all staff developments, meetings, and trainings.
13. Adhere to all food safety and sanitation standards.
14. Arrive no more than 5 minutes prior to your designated shift. Unless approved by area Director.
15. Assist in all position that require extra attention.
16. Manage and engage daily in all prep, cooking, presentation, and service of food.
17. Ask your Manager for assistance at any time to avoid errors or to prevent falling behind on your job expectations.
18. If an absence is necessary- You are responsible to contact your Manager 2 hours prior to your scheduled shift, and are responsible for recording your absence on your weekly time sheet. Absences beyond your yearly personal/sick days without doctor verification will result in disciplinary action.

EMPLOYEE EXPECTATIONS: All Cafeteria Employee's

1. Report to duty on scheduled days, and hours.
2. If absence is necessary- You are responsible for contacting your area Manager 2 hours prior to your shift, and responsible for documenting the absence on your weekly time sheet. Absences beyond your yearly personal/sick days without doctor verification will result in disciplinary action.
3. Production records must be completed daily. (if duty is required)
4. Daily cash handling procedures must be followed, logged, & completed. (cashiers only)
5. Prepare, batch cook, & serve quality food per planned menu, and standardized recipes daily.
6. Contact area manager before leaving the kitchen, or cafeteria for any reason.
7. Maintain clean, & sanitary, storage, bathroom, and kitchen areas.
8. HACCP records must be completed and up to date.
9. Attend all staff development, meetings, and trainings.
10. Adhere to dress code requirements of safety shoes, the use of PPE's, and proper hair restraints.
11. Adhere to proper handwashing, personal hygiene, use of disposable gloves on a regular basis when prepping, cooking, or serving.
12. Compete required tasks that are assigned by your Manager.
13. Cross-training is required to assist in all areas of food service.
14. Be kind and courteous toward students, staff, and fellow employees.
15. Personal Cell phones are never to be used in the production or serving areas. Cell phones should be set to vibrate at the time your shift begins, and can be accessed during your personal break time only.

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify the CN, HR, & Manager of any changes in personnel data. Personal mailing addresses, telephone numbers, individuals to be contacted in the event of an emergency.

HOURS

The Child Nutrition Area Manager has the authority to assign working hours to the employee after consultation with the Child Nutrition Director. The shift schedule is subject to change in the event of a campus lunch schedule change.

The Director must give approval of any change in schedule, hours, or shift prior to it taking effect.

For a substitute to become a full time or part time employee they must complete the appropriate paperwork after a position has become available.

ASSIGNMENTS

Child Nutrition employees may be assigned to any job related to the food service department. Job descriptions, Job Title, and Working Hours are subject to change whenever needed, at the discretion of the Child Nutrition Director. Child Nutrition Managers make job and duty assignments within the kitchen. Assignment to any one job or duty does not prevent the employee from being assigned additional jobs or duties as the need arises. Assignments may be changed as much or as little as the Child Nutrition Manager deems necessary.

OVERTIME

Employees are not authorized to work beyond their scheduled hours without prior approval. Overtime is only granted through prior approval of Child Nutrition Director and Superintendent. All requests should be emailed to the Area Director prior to the occurrence.

PERFORMANCE EVALUATIONS

FRHC Child Nutrition Department staff will receive a performance evaluation at least once a year. The evaluation is a tool used to identify strengths and weaknesses in job performance, and to target new goals.

No disciplinary concerns that you are not already aware of should be addressed in your evaluations.

ATTENDANCE

The FRHC Child Nutrition Department is a very important part of a child's education at FRHC. Our mission is to provide delicious and nutritious meals for the students in the schools. To do that, it is imperative that Child Nutrition employees report to work every day. To maintain a safe and productive work environment, employees are expected to be reliable and to be punctual in reporting for their assigned shifts. Absenteeism and tardiness place a burden on other employees. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their Manager as soon as possible in advance of the anticipated tardiness or absence.

If an employee expects to be absent from work, he/she must notify their cafeteria manager no later than two (2) hours prior to the start of their scheduled shift.

An employee must report his or her own absence by telephone to their manager. If unable to reach the manager, then the employee must contact their Area Director. If the employee cannot contact their Area Director, then the employee must contact the Central Office. The preferred method of communicating absence is left to the discretion of the Cafeteria Manager.

When requesting Personal Day

If the absence continues beyond one day, the employee must contact the Cafeteria Manager before 2:00 p.m. each succeeding day to update the status of their prolonged absence. This is imperative as a substitute must be contacted in your place by that time.

Failure to contact the manager by the appropriate time and/or in the appropriate manner is subject to discipline. Habitual unplanned absences will not be tolerated and are subject to discipline, up to and including a recommendation for termination of employment with the food service department.

PLANNED/UNPLANNED ABSENCES

Discretionary Leave

Leave taken at an employee's discretion that can be scheduled in advance is considered discretionary leave. The employee shall submit a written request for discretionary personal leave to their Manager in advance in accordance with administrative regulations. In deciding whether to approve or deny personal leave, the Manager shall not seek or consider the reasons for which an employee requests to use leave. The Manager shall, however, consider the effect of the employee's absence on the District operations, as well as the availability of substitutes. Managers will submit this request to their Area Director by email at least 5 days in advance of the anticipated absence, if possible. No more than three (3) personal leave days may be taken consecutively without the prior written approval of the Area Director.

Employees taking discretionary leave without approval will be subject to disciplinary action.

Discretionary personal leave may not be taken during the following times: (Blackout Dates)

- First two weeks of service;
- Last two weeks of service;
- Staff training dates;
- Staff Cleaning dates;

Nondiscretionary Leave

Leave taken for personal or family illness, emergency, a death in the family, or active military service is considered nondiscretionary leave. This type of leave allows very little, if any planning, and will be granted to employees in the same manner as sick leave.

Employees that miss 3 days or more due to illness are required to bring in a doctor's note.

A Leave of Absence Request Form along with proper documentation must be submitted through HR when absence will exceed 3 days:

The Child Nutrition Department must be notified by the employee if a leave of absence is requested. Until all paperwork is submitted to the FRHC Benefits office for proper clearance of a Leave of Absence, child nutrition employees are to continue to contact their manager daily as outlined above.

Habitual unplanned absences, tardiness and other attendance problems will be met with discipline in hopes of correcting the problem. If, over a rolling twelve-month time frame, the combined number of unplanned absences/tardy/leaving early reaches an excessive number, the employee is subject to discipline, up to and including a recommendation for termination of employment with the food service department.

RETURNING TO WORK AFTER AN ILLNESS

If an employee misses 3 or more days of work due to illness, then the employee must submit proper documentation from their physician stating their clearance to return to work, without restrictions. If the absences were due to an illness of someone in the employee's care, then proper documentation should be submitted upon their return substantiating the time away from work.

Work restrictions are subject to approval prior to returning to work.

JOB ABANDONMENT

An employee will be assumed to have resigned should he or she fail to personally notify management of an absence for more than three (3) consecutive scheduled workdays or leaves the work site without authorization.

TIME CLOCK PROCEDURES AND KEY BADGES

All hourly employees clock in and out using personal time cards. Employees must be clocked in prior to starting work, and must not report to work more than 5 minutes prior to the scheduled shift.

Any adjustment to any employee's time must be submitted to the Area Manager for approval.

Employee's must not write times in and/or out for another employee. Permitting another employee to write times in and/or out for them will be grounds for employee discipline. If a time card is lost or damaged, it is the responsibility of the employee to fill out a new time card. If a keyless entry card is damaged, it is the responsibility of the employee to contact central office to obtain a new card.

ATTENDANCE OF MEETINGS

Child Nutrition managers and/or employees are required to attend such meetings that may be deemed necessary by the Superintendent, Child Nutrition Administration, or Principals for the promotion of the interests of the schools, or for special study, in-service education, or work on special assignments. Employees will be required to attend and will be paid for the training program participation. Written notice requesting an absence from any required meeting is to be approved in advance by the Area Director. Failure to gain pre-approval for absence will be handled as an unplanned absence in the discipline guideline for attendance.

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities, only authorized visitors are allowed in the Kitchen. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. Student assistance that occasionally visit our department should maintain a safe distance from all cooking equipment.

PERSONAL PHONE CALLS

Personal calls are to be made during scheduled break times only. Personal cellular phones should remain on vibrate during working hours and should be stored in the employee cubby. Personal cellular phones are not to be used in the cooking and serving areas due to sanitation and food safety.

STANDARD OF CONDUCT FOR LANGUAGE

Our core value starts with a respect for people. We also value trust, loyalty, commitment, honesty and avoiding conflicts of interest. Good communication provides for good ethics and good business. We expect all employees to treat each other with courtesy, respect, and consideration.

The use of foul, obscene, insulting, abusive or crude language, inappropriate jokes, racial slurs, sexual comments even if spoken in non-standard English/foreign languages, or the making of verbal threats is considered disrespectful, demeaning and abusive behavior. Any conduct of the above mentioned will not be tolerated.

Inappropriate language and conduct in the workplace is defined as, but not limited to the following:

- Unwanted, deliberate, repeated, unsolicited cussing, swearing, vulgar insulting; abusive language
- The making of verbal threats, sexual comments and gestures, graphic materials, physical contacts, solicitation of sexual favors.
- Engaging in unwelcome name-calling, obscene language, or other abusive behavior, including intimidation by ways of obscene or threatening gestures.

Any employee of the District, who feels he or she is the recipient of such conduct, should report such violations IMMEDIATELY to their Cafeteria Manager, Area Director, and/or Superintendent. All complaints will be investigated promptly and where necessary immediate and appropriate action will be taken to stop and remedy any such conduct. Any Manager, Area Director, or Employee found in violation of this guideline will be subject to disciplinary action.

RESIGNATIONS

A letter of resignation must be completed if you are resigning from the District. Once the resignation is submitted, HR will review, approve, and file the resignation. Please feel free to contact your Manager/Child Nutrition Director/HR Services if you have questions about the resignation process. All Keys must be returned to FRHC prior to clocking out on your last day of employment.

WORKER'S COMPENSATION

It is the responsibility of the employee to report all injuries immediately to the cafeteria Manager. All injury requires an Employee's First Report of Injury or Illness be filled out on the day the accident occurred.

The following steps must take place if there is an incident:

1. The incident must be reported to the school nurse (to assess the severity of the accident).
2. The Employee, or Manager must fill out an Employee's First Report of Injury or Illness.
3. The Manager must notify their Area Director and send the original copy of the Employee's First Report of Injury or Illness form to the HR Manager.
4. The Area Director will work with the HR Manager on all resolution of the case.
5. The Benefits office must be notified if the employee misses any work due to the injury. Additional notification may be required when the employee returns to work.

If an employee refuses to fill out the Employee's First Report of Injury or Illness, the employee must submit in writing that they are refusing to report the injury. The Cafeteria Manager will submit the written refusal to the Benefits Department and send a copy to the Child Nutrition Director. The Cafeteria Manager will then complete the Employee's First Report of Injury or Illness and submit it as outlined above.

Any subsequent forms the employee brings in concerning the injury are to be sent directly to the HR Manager (original only) and a copy is to be emailed to the Area Director immediately. The Area Director and Child Nutrition Management will determine if the "work restrictions" placed on the employee can be accommodated. No employee is to return to work without prior approval from the Area Manager and Benefits office.

REASSIGNMENTS

All personnel are subject to assignment and reassignment by the Child Nutrition Department. When the Child Nutrition Dept. determines that the assignment or reassignment is in the best interest of the district. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract.

PROMOTIONS

To be considered for a promotion within the Child Nutrition Department, interest in position must be communicated to the Area Director. All managerial candidates will be required to complete and pass the ServSafe Certification and Manager in Training Program. You must notify your Area Director if you wish to apply for the MIT class. Completion of MIT class does not constitute a job offer for school manager.

All job openings are posted online.

TOBACCO USE

State law prohibits smoking or using tobacco products on all district-owned property and at school-related or school-sanctioned activities, on or off campus.

This includes all buildings, playground areas, parking facilities, and facilities used for athletics and other activities. Drivers of district-owned vehicles are prohibited from smoking while inside the vehicle. Notices stating that smoking is prohibited by law and punishable by a fine are displayed in prominent places in all school buildings.

For purposes of this policy, electronic cigarettes are treated as tobacco and are prohibited in the same manner as other tobacco usage.

DRESS CODE AND PERSONAL APPEARANCE

Employees represent FRHC therefore, it is important that we maintain a professional appearance.

SHIRTS

Shirts are furnished by the employee.

Scrub Top, or School Logo Long/Short sleeve T-shirts are acceptable.

The acceptable shirt must be clean and without holes.

Sweaters, coats, over shirt, sweatshirts, etc., may only be worn while actively working in the freezer or cooler.

PANTS

Pants are furnished by the employee.

Pant options can be full-length scrub bottoms, denim jeans, capris, long shorts (at or below the knee)

Pants are acceptable if they are clean and without holes.

SHOES

- Shoes are described as slip resistant shoes with enclosed toes and heels.
Below are a few options of acceptable slip resistant brand shoes:
 - Safe T Step – Payless
 - Tredsafe – Wal-Mart
 - Shoes for Crews – www.shoesforcrews.com
 - Sketchers Work Harvard, Sketchers Work Slip Resistant Shape Ups
 - Avia Slip Resistant Walking Shoes
- For safety reasons sandals, canvas shoes, boots or tennis shoes which are not slip resistant are not allowed.
- Shoes must be clean and in good repair.

SPIRIT DAYS/THEME DAYS

Every Friday is designated as a “Spirit Day”. Campuses may also announce special spirit/theme days throughout the school year. Employees may dress along with campus themes as scheduled if the attire will not present a safety or sanitation concern. Managers must notify their Area Director of pending “spirit/theme days” excluding Fridays so that it can be documented. Clean and appropriate wear includes but is not limited to:

- Clean jeans with no rips or tears.
- Child Nutrition T-shirts or campus T-shirts. No “burn out” or other material that is thin or sheer may be worn.
- All other parts of uniform that are part of proper food safety must be worn (slip resistant shoes, etc.)

HAIR AND JEWELRY

- Make sure all associates and visitors wear clean, well-maintained clothing (including apron) /and slip-resistant shoes.
- Ensure aprons are removed before entering a restroom or taking a break.
- Make sure hair is properly secured with acceptable hair restraints: hairnet, baseball cap, hair tie or visor.
- Ensure that facial hair longer than ¼ inch is restrained.
- Make sure all associates and visitors with hair at shoulder length or longer wear their hair in a ponytail with hair restraint listed above using an elastic band.
- Ensure no hair pins, bobby pins, or clips of any kind are used.
- Ponytails more than 1 foot are secured in a bun and worn with one of the hair restraints listed above.
- Wedding Ring is acceptable.
- Stud earrings (maximum ¼ inch diameter); with stone is acceptable.
- Necklaces (including medical) secured below shirt.
- Bracelets are not permitted.

RESTROOM

A unisex restroom is provided within the Manager’s office. When the Manager’s office door is closed, employees must use the facilities just outside of the cafeteria.

HAND WASHING PROCEDURE

- Ensure that hands and arms are washed in designated hand wash sinks and before/after various activities (e.g., starting work, switching tasks).
- Make sure that natural fingernails are kept polish free, short and clean.
- False nails are acceptable but require constant glove coverage during all cafeteria duties.
- Ensure that all associates report any wounds or lesions (i.e., cuts, sores or burns on hands, wrists and exposed portions of arms).

Do not allow associates with lesions or wounds on their hands, wrists, or exposed portions of their arms to work until:

- All uninfected wounds or lesions are covered with a waterproof bandage. If on the hands or wrists, a disposable glove must be worn over the bandage.
- All infected wounds or lesions are covered with waterproof bandage and then a second tight fitting bandage. If on the hands or wrists, a disposable glove must be worn over the bandage.
- Wearing disposable gloves does not replace proper hand washing.
- Wear disposable gloves when handling all types of food, and when engaged in food production in all serving/production areas.
- Wear disposable gloves to cover waterproof bandages.

CHANGE DISPOSABLE GLOVES

- Immediately when gloves are torn or damaged
- Upon leaving and returning to the production area
- After handling personal belongings, phones, and medications
- After touching wounds/lesions or bandages
- Between tasks
- After a sneeze, cough, blow their nose, or touch their hair, face, or nose
-

Ensure that associates use disposable gloves for single use and that they do not wash and/or reuse disposable gloves.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

- Burn sleeves, and cut resistant gloves are available all employees, and should be worn by all employees working with or in an area of heat sources, and sharp knives as part of the uniform.

PURCHASING PROCEDURES

Purchasing for the FRHC food service department is done by the Child Nutrition Director or Manager. No other individual or agency has any authority to make purchases by any other method.

VANDALISM

Damages to a building, furniture, fixtures, or equipment, whether willful or through negligence, shall be paid for by the person involved.

BUILDING ALTERATIONS

No person is to make any structural changes about any building without first receiving approval from the Principal and the Superintendent.

KITCHEN USE

District Organizations may use the lunchroom kitchen and/or equipment if an employee of the Child Nutrition Department is present to be responsible for the use of equipment. A charge will apply and is based on the current hourly rate of the attending employee. The organization using the kitchen should contact the Child Nutrition Director requesting permission for such use. Requests should be made at least three school days before use.

BENEFITS

A meal is provided at no charge to all Child Nutrition employees. Employees are to eat the same food served to students and in the same portion (1 reimbursable meal).

Employees who work less than 4 hours per day may eat their meal before clocking in or after clocking out at the end of the day however they are not permitted to take a lunch during their schedule to consume the lunch meal provided to them.

Employees who work 4 or more hours per day are permitted to consume a meal during the designated break provided. Eating and drinking is prohibited in the production, serving areas. All drink cups must have lid and be kept in the designated employee area.

BREAK POLICY

Break periods are scheduled (but not guaranteed) by the cafeteria manager. If an employee chooses to leave campus during break time, they are required to sign out on their time card and have approval from Area Director.

PERSONAL BELONGINGS

Employees are encouraged to keep all personal belongings locked in your vehicle. If personal items are stored in your cubby during their scheduled shift, the FRHC-Child Nutrition Department will not be held responsible for lost or stolen items..

ACKNOWLEDGMENT OF EMPLOYEE HANDBOOK

Name of Employee: _____

Department: _____

I hereby acknowledge that I have been made aware that the FRHC Cafeteria has an Employee Handbook and that a copy of the Handbook, in electronic and/or paper form, has been made available to me for review. I hereby acknowledge that I understand that it is my responsibility to read the Handbook and familiarize myself with the policies contained therein. I agree to comply with all of the policies and procedures applicable to my position. Questions about the Handbook may be directed to my Manager, Area Director, Superintendent, as appropriate.

I further understand that this Employee Handbook is not an employment contract and that changes may occur to the Handbook. I agree to comply with the policies contained in the Handbook as well as any updates or changes to the policies and procedures contained in the Handbook.

Date _____ Signature of Employee _____

Date _____ Signature of Witness _____

THIS FORM MUST BE COMPLETED AND SIGNED AT THE TIME OF THE ISSUANCE/ACCESSABILITY OF THE EMPLOYEE HANDBOOK. A COPY OF THIS ACKNOWLEDGMENT IS TO BE PLACED IN EACH EMPLOYEE'S PERSONNEL FILE.