

EMPLOYEE HANDBOOK

ACKNOWLEDGMENT

I am an employee of the Council for the Spanish Speaking. I acknowledge that I have been advised on how to access this Employee Handbook on the Council's web page. It is my duty to read and understand this handbook. If I have questions regarding any practices, policies or any other part of this document, I should request an explanation from the Office of Human Resources.

I understand that the Employee Handbook revised in November 2010 replaces all previous Employee Handbooks issued by the Council.

I understand that the Council may decide, at its discretion, to revise the Employee Handbook at anytime.

I also understand that the Council for the Spanish Speaking, Inc. Employee Handbook does not guarantee employment or a guarantee of any other rights or benefits and it is not an employment contract.

I understand that my employment with the Council for the Spanish Speaking, Inc. is "at will" and may be terminated at any time, for any reason with or without cause or notice, by the Council (provided a law is not violated), or myself.

I understand that it is my responsibility to ask my supervisor or the Office of HR about anything in the Employee Handbook that I do not understand.

Employee signature

Date

Employee's name printed

Note: You can access this signature page on the Council's website at www.spanishcenter-milw.org. Please print it, sign it, and send it to the Office of Human Resources.