

VII. Employee Handbook Acknowledgment & Receipt

The Employee Handbook describes important information about the Nordic Skiing Association of Anchorage (“NSAA”), and I understand that I should consult the Executive Director or Business Manager regarding any questions not answered in the handbook. I have entered into my employment relationship with the NSAA voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or NSAA can terminate the employment relationship at will, with or without cause, with or without notice, so long as there is no violation of applicable federal or state law.**

I understand and agree that, other than the Executive Director of NSAA or his/her designee, no manager, supervisor, or representative of NSAA has any authority to enter into any agreement for employment other than at-will; only the Executive Director or his/her designee has the authority to make any such agreement, and then only in writing when signed by the Executive Director or his/her designee.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the NSAA. By distributing this Employee Handbook, NSAA expressly revokes any and all previous policies and procedures that may be inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by the NSAA, and the organization 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. Only NSAA’s Executive Director or his/her designee has the ability to adopt any revisions to the policies in this handbook.

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 NSAA is employment at-will, which may be terminated at the will of either NSAA or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.

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

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE