



Personnel Reference Guide

Important Notification

All employees are hereby notified of practices, procedures, and regulations affecting employment by Encore Educational Institute. Each employee is employed at the will of Encore Educational Institute and may be released or terminated at any time, for any reason, and with or without termination notice.

Encore Educational Institute can, and may, change your working conditions, as stated in this document, at any time, and for any reason or for no reason, and without consultation.

Encore Educational Institute (EEI) has the right to change your working conditions, or to terminate you, with or without cause, or for any reason. EEI is not limited by any information found in this employee/staff document, by any employment applications, by any materials used to recruit, by memos or notices, or by any other materials supplied for employees in connection with their employment, or by any written or oral statements made by any representative of Encore Educational Institute.

This employee document describes necessary and important information about Encore Educational Institute (EEI).

I understand that I must consult the lead teacher, site coordinator, or director of Encore Educational Institute (EEI) regarding any questions not answered by this document.

Since the information, procedures, practices, and benefits described in this document are subject to change, I accept the revisions that may have to be made to the document. I shall receive the changes through official notices. I understand that the changed information will supersede, modify, or eliminate existing practices and procedures. Only the director will adopt any revisions to this reference document.

I acknowledge that this reference document is neither a contract of employment nor a legal document. Information on Encore Educational Institute procedures and practices is on file in the main office.

I have received the reference document, and I understand that I have the responsibility to read it and comply with the procedures and any changes made to them in the document.

Please sign and date this form.

Employee Signature

Date

Print Name _____