

Supplying Exemplary Support

SUPERIOR

Employment Services

Employee Policy Handbook

This handbook is provided to all SES employees. It is intended to help employees understand requirements and procedures that are necessary for employment in Michigan Schools and SES.

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Welcome to Superior Employment Services,

As an employee of our service your job of temporarily replacing school employees could not be more important to the continued well being of the students and the educational system.

SES feels your job enables the right of the students to have a safe learning environment without interruption.

This handbook is intended to provide general information which will help you understand what procedures and requirements are necessary for employment in Michigan Schools and SES. It also includes what expectations are to be followed during employment. SES reserves the right to revise, change, delete, and add to the provisions of the handbook at any time without further notice.

Please read the handbook carefully, ask any questions you might have, and sign the final page to certify that you have read and understood the content of this book and will follow the expectations in the handbook and acknowledge the fact that SES is an *at-will* employer.

Sincerely,

Superior Employment Services

Mission Statement

Superior Employment Services believes that supplying excellent temporary, professional personnel to educational institutions will provide a consistency in the continued program of growth in school settings.

Vision Statement

It is the goal of Superior Employment Services by hiring highly qualified and hard working employees to work in educational institutions to become a reliable service of temporary employees. SES will reinforce this by training employees and keeping vigilant of the conduct and job performance of these employees.

Equal Opportunity Employer

It is the policy of SES to provide equal employment opportunity to all individuals, regardless of race, creed, color, religion, gender, national origin, ancestry, age, disability, marital status, pregnancy or any protected characteristic. Applicants and employees shall not be subject to sexual, racial, religious, ethnic, or any other unlawful form of harassment or discrimination.

Goals

It will be the aim of SES to always listen to concerns of both its employees and the schools it is supplying with personnel. If attending to a concern improves the service SES provides, it will be immediately addressed.

SES will always work to hire “highly qualified” personnel and have performance reviews during their employment. These reviews will include making sure qualifications are current and work at the schools has been satisfactory.

SES will assure both employees and school systems that the principal of confidentiality is instrumental in its business dealings.

Substitute At-Will Provision:

We are pleased to welcome you to our company. We sincerely hope that your employment here will be a positive and rewarding experience. Your employment with SES is at will. This means that you and SES have the option to terminate employment at any time, with or without notice or cause.

Non-Harassment Policy

Harassment is inappropriate conduct that is repeated enough, or serious enough, to negatively affect the educational, physical or emotional well-being of employees or students. This would include harassment based on legally protected characteristics, such as gender, race, national origin, religion, height, weight, marital status, or disability. This policy, however, is not limited to legal categories and includes any and all harassment that would negatively impact student or staff. This includes stalking, bullying, name-calling, taunting, teasing, intimidation, hazing, and other disruptive behaviors.

Retaliation against any person for complaining about harassment or participating in a harassment investigation is prohibited. Suspected retaliation should be reported in the same manner as harassment. Intentionally making false harassment reports is also prohibited. Consequently, retaliation and intentionally making false reports will result in disciplinary action.

Sexual Harassment

SES is committed to providing employees with an environment free of any form of sexual harassment. SES policy expressly forbids any conduct, which has the purpose or effect of interfering with individual work performance or creating an intimidating, hostile, or offensive work environment. With regard to sexual harassment, this specifically includes:

- 1. Any conduct which threatens or insinuates, explicitly or implicitly, that applicant or employee submission to or rejection of sexual advances, requests for sexual favors, or the like, will be used as a basis for any employment decision or will otherwise, in any way, adversely affect the employment or employment opportunities of any individual.
- 2. Abusive or degrading language and physical conduct and physical contact of an offensive sexual nature, including unwanted sexual advances, requests, suggestions, threats, or demands for sexual favors, related verbal abuse of a sexual nature, graphic comments about body features, sexually degrading comments or jokes, unnecessary touching, or the display of sexually suggestive objects or materials.

Sexual Harassment may include, but is not limited to:

- Verbal harassment or abuse
- Pressure or use of power for sexual activity
- Repeated remarks with sexual or demeaning implications
- Unwelcome touching
- Sexual jokes, posters, cartoons, etc.
- Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning grades, safety, job, or performance of public duties

Note: Any SES employee, who engages in sexual or other inappropriate physical contact with a student is guilty of criminal "child abuse" as defined by state and federal regulations and will be subject to discipline in accordance with the law.

Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive environment on the basis of gender, religion, race, color, national origin, ancestry, age, disability, height, weight, marital status, and/or any other legally protected characteristic.

If you believe you are being harassed, including sexual harassment, you must contact SES's Administration office and speak with the President or Vice President immediately. You may be asked to make your report in writing to facilitate investigation. The report should include, but may not be limited to, the name of the alleged offender; the date, time and location of each alleged incident; a description of the alleged harassment, witnesses or other substantiation; and as much detail as possible. You as the complainant should provide as much documentation or evidence of the reported incident as possible to assist with the investigation.

An immediate, thorough, objective, and complete investigation of the alleged incident(s) will take place within a timely manner. Upon completion of the investigation, a determination will be made and the results will be communicated to all parties involved.

If SES determines that an employee has been subject to harassment in violation of this policy, it will take prompt and effective action. Steps will also be taken to prevent any further harassment.

Compensation and Pay Periods

Your compensation for an assignment will vary depending on the school district(s) to which you are assigned to work. Each participating school district has a compensation schedule specific to the work site location and the type of work being performed. We pay compensation to our employees based upon the specific compensation schedule set forth by the contracting district. Payroll is run on a biweekly basis. Your payroll statement will detail and itemize your compensation for the pay period, including all taxes withheld. Payment may be made by direct deposit or through a payroll check.

Employee Requirements and Procedures

- Completed application forms will include the required telephone, address, and email.
- An interview with SES officials will also be required. During the interview and on the application form, report any criminal history.
- Recommendations from previous employers and a signed release for any disclosure of any improper conduct from former employers will be needed. SES reserves the right to investigate prior employment history and personal references.
- Proper forms of identification – Options: Driver's license and original social security card; Student I.D. and legal working papers or original social security card; Driver's license and legal working papers; passport or passport card and legal working papers or original social security card.
- Current TB test reporting a negative tuberculin skin test or chest x-ray showing no evidence of active tuberculosis required. (If Applicable)
- Appropriate documentation for position you will be temporarily filling. (More details in separate heading for substitute teacher)

- Appropriate online or SES training for job description such as but not limited to: Bloodborne Pathogens • Federal and State Classroom Laws • Sexual Harassment • FERPA (Federal Educational Rights to Privacy Act) • Hazard Communications as including OSHA (job safety)
- Background checks – The Department of Education in Michigan requires prospective employees to be have a Criminal History background check and a Livescan finger printing. Fingerprinting done after January 1, 2006, where the employee has been continuously employed in an educational institution, will be accepted. The cost of the test is the responsibility of the applicant and the results must be sent to the *assigned* school.
- Report any arraignments on felony or misdemeanors pending – This is also a Michigan law and the Revised School Code requirement. Arraignments on any felony and most misdemeanors will delay your employment with SES. A form must be filled out and submitted to SES to remain on file until the charges are dismissed. At that time it will be up to SES if they continue the employment process. (See page 9). Listed (Page 12-13) are some of the arraignments or convictions that will prohibit you from being accepted for employment with SES.
- Signature on the last page of this manual indicating that it has been read and understood including the *termination* and *at-will* policies that SES employs.
 1. Not accepting a job within a 60-day period will be considered a voluntary termination. Exceptions are personal or family medical problem, working on a long term assignment, or students with a change in work availability. All of these exceptions must be reported. Termination means if you want further employment you must reapply.
 2. SES is an *at-will* employer meaning that is for an indefinite period of time and can be terminated at any time, with or without cause and with or without notice. Infractions of our policies or complaints from the work sites are just some of the reasons for termination. However as an *At-Will* employer SES is not limited to those and can terminate employment at any time and whenever SES deems necessary without explanation.

Additional Substitute Teacher Requirements

Substitute teachers must meet the Michigan Department of Education regulations. Although showing proof of a valid teaching certificate is preferred, a person may be qualified as a substitute teacher if they possess a Substitute Permit. This permit allows a person who does not hold a valid Michigan teaching certificate to be employed as a guest teacher on a day to day basis when the regular teacher is absent. Ninety (90) semester hours or more of credit from an accredited college must be completed to qualify for a permit. The \$45.00 permit fee that goes to the State of Michigan is the responsibility of the applicant. This permit must be renewed every year. Transcripts of college credit of 90 or more hours with no lower than a 2.0 are required.

Individuals who work in food services, cafeteria or playground supervisors, non-instructional computer assistance and similar positions are not impacted by the legislation (*Michigan.gov*) Submitting a completed application does not guarantee or ensure an offer of employment with SES, or any of its client districts or affiliates.

SES Expectations and Policies

Ethics

A substitute is expected to observe the code of ethics required by the regular staff. Records and information to which the substitute might have access is to be handled with discretion. Professionalism is expected. Do not make unfavorable and unprofessional comparisons about schools, classes, students, your SES employer, or educational personnel. If you have a method or discovery that might prove beneficial note it to the person responsible.

Arrival and Departure Times

Substitutes should report 30 minutes ahead of time to allow time for reporting to the main office, receiving direction to working location, and reading the detailed instructions left for you to follow. A detailed report of day and accomplished duties should be left and reported back to office before leaving the building. Be sure to return any keys that were issued.

Disability Accommodation

SES complies with the all federal and state disability law requirements, which prohibit discriminatory employment practices against individuals with disabilities. We will make a good faith effort to provide reasonable accommodation to an otherwise qualified candidate who applies for a position or an employee who is able to perform the essential functions of his or her job, as long as the accommodation does not result in an undue hardship.

This policy governs all aspects of employment, including such things as selection and job assignment. If you seek a reasonable accommodation please provide written notice of the need to the SES administration office once you learn of it so that we may best evaluate the request.

Use of Computer Systems

The computer, e-mail and Internet systems provided by either SES or the Assigned School are intended to be used for work purposes only. Use for informal or personal purposes is permissible only within reasonable limits. Employees may not at any time access areas of the Internet that are not considered suitable for viewing by your peers or SES management. Use of the systems is not confidential. Computers and the accompanying software may be periodically monitored to ensure appropriate use. Employees should have no expectation of privacy in their use of the Assigned School's or SES's computer systems, including employee email and use of the internet.

Email messages may be read by someone other than the addressees to whom you send them. Please take care to ensure that messages are courteous, professional, and businesslike. Each employee is responsible for adhering to this policy as well as any specific security guidelines and procedures issued periodically by the Company and the Assigned School. Anyone who violates this policy will be disciplined accordingly, up to and including removal from the system and/or termination.

Social Security Number Privacy

Employees must provide their social security number as a condition of employment to allow SES to meet payroll, state and federal tax, and other legal requirements. SES takes all steps necessary to maintain the confidentiality and security of employee social security numbers. Only authorized personnel may access records and documents which contain employee social security number and identification information.

Employees are prohibited from accessing, viewing or using other employees' social security information. No employee is permitted to access or use social security numbers without the express permission of executive management.

When necessary, documents containing employee social security numbers will be properly destroyed through shredding or other means before disposal.

Any employee or individual that accesses social security data without authorization or for illegal purposes shall be disciplined up to and including termination. If illegal intent is determined, the matter will be referred to authorities for possible criminal prosecution.

Social Media

SES understands that Social Media is a prevalent method of communication for all people, including the use of Facebook, Twitter, and other sites. Employees in an education setting must be careful in the use of Social Media. Employees are not to use Social Media tools to communicate with students, their parents and families, or other Assigned School employees unless such communication is expressly authorized by the Assigned School under its policies. Employees need to ensure that they use this media wisely and with common sense so that they do not damage the reputation and legal standing of themselves, SES, or SES's Assigned Schools. Therefore each employee must adhere to the following guidelines when using social media on a personal basis:

- Do not disclose any information that is confidential or proprietary to SES, the Assigned School. Do not disclose any information about students or their parents and families.
- Do not make defamatory, harassing, illegal or indecent statements about SES and Assigned School employees, and students, parents, and their families.
- Ensure that your social media activities do not interfere with your work commitments.

If an employee's social media activities are seen as compromising SES, its Assigned Schools, or students, parents, or families or is in violation of the policies in this Handbook, SES will request that employee discontinue such commentary and the employee may be subject to other disciplinary action, up to and including termination.

Universal Precautions

Substitutes should practice precautions to prevent the transmission of blood borne diseases in the workplace. Gloves and other protective equipment will be available as needed. If you have blood to blood contact with another person's blood or other bodily fluid containing blood during the course of the workday, please file a post-exposure form with the school office by the end of the day.

Reporting Cases of Child Abuse/Neglect

All substitutes are obligated to report to the principal by the end of the day any suspected cases of child abuse/neglect. This is either through visual observation or through comments you hear from the student or fellow students. It will be the principal's job to call care protective services.

Corporal punishment in any form is not acceptable

Substitute teachers, paraprofessionals, custodians, or anyone working with students are not allowed to use this method. Be firm, fair, and consistent when dealing with students.

Do not use inappropriate language: Lead by example using only appropriate language and positive comments.

Avoid gender or other forms of stereotyping: Call on both girls and boys equally, use non-biased, inclusive language. Challenge any bias towards student gender, culture, or race whenever it occurs or whatever form in which it occurs.

Appropriate professional clothing: It is not necessary to wear a suit, but you should look neat, clean, and professional. Nothing low-cut, tight, or overly short has a place in the educational setting. The polished, professional look reflects well on SES and also will be instrumental in your continued employment.

Make sure you know the fire drill, tornado, and lockdown procedures: This is for the safety of the students as well as yourself. If you cannot find them posted in the room, ask someone before the students arrive.

Positive attitude: Give this toward regular staff and students in the school. Do not make negative remarks about school personnel, students, and your SES employer and fellow employees. A positive attitude promotes a healthy environment.

Maintain confidentiality: At all times maintain confidentiality about students and staff both within the building and upon leaving. In addition, keep SES's and the Assigned School's communications, documents, letters, reports, files, etc. confidential. This is of paramount importance. Unauthorized disclosure of confidential information of SES or the Assigned School will not be tolerated.

Always show up for an assignment: If you are unable to keep an assignment given in advance, let SES know immediately so they can supply someone else. Three "no-shows" or late arrivals will result in termination.

Use of tobacco, drugs, and alcohol are prohibited: This means that all three are prohibited in the workplace and SES employees must not be under the influence of alcohol or drugs when reporting to work. This includes prescription or over-the-counter drugs which impede your performance. These legal and illegal drugs should not be assessable, given, or sold to students or other school personnel.

Because SES is committed to providing a safe, efficient, and productive work environment, employees and job applicants may be asked to submit to testing (e.g. blood, urine, hair) to determine the illicit use of drugs and/or alcohol. The company will attempt to protect the confidentiality of all test results.

In cases where a positive drug or alcohol test is confirmed, the employee is subject to immediate termination. A refusal to submit to a drug or alcohol test when requested will be treated as a positive result.

Firearms and other weapons are prohibited: This is not only a SES expectation but a state and federal law.

All supplies and equipment should be put back in a neat, orderly way: This helps the returning personnel to find it readily. If keys are issued be sure to lock up the room and return the keys to the front office. None of the school supplies or equipment should be removed from the premises.

Physical contact should be limited and appropriate: If contact is required to remove someone from physical harm, it should be handled carefully and quickly. Note this includes personnel and students. With younger children never initiate a hug. They are often spontaneous but do not return or encourage such contact.

Request a form and fill out immediately any arraignments you have: By Michigan law and the Revised School Code you must notify SES within three business days of any arraignment on a felony or misdemeanor. If you are working in a public or private school, the failure to report this will result in another misdemeanor or felony charge. If you provide verifiable written communication of your non-conviction of the crime, the file will be removed and you will be put back on the employee list subject to SES discretion. (More details on page 8)

Honesty always required: If you are dishonest on your employment application or about a related work incident in a report, this is considered a reason for termination.

Do no take pictures at assigned workplace: Parents have to give written permission for their children to be photographed so only if the school officials give you written permission to do it is the only exception.

Social networking sites while on job not allowed: Use of the school computer for this or personal usage is not allowed. Never have any communication with students on these computer sites.

No use of cell phone while teaching or working: This includes texting as well as receiving or placing calls.

Never leave a classroom of students unattended: If a child needs to be removed from the classroom, call the office for an escort. This includes being with class at any location where you are the adult in charge.

Insubordination never appropriate: Disrespect or disobedience of SES authority or the school or company personnel is also grounds for termination. This includes not following the rules and policies of SES and the school/company where you are placed. Note that sleeping on the job or walking off the job are clear signs of disrespect of the school's authority and infractions worthy of termination.

Policies of Assigned School: In addition to complying with our policies you are also expected to comply with the policies of the School to which you are assigned.

Reporting Injuries and Worker's Compensation: If you are injured while working, you will immediately report the incident to your Assigned School Supervisor and SES, regardless of how minor the injury may be. SES carries workers' compensation insurance coverage, as required by law, to protect you if you are injured on the job

Records, Supplies and Equipment: The Assigned School's records, supplies and equipment are to be kept on school premises at all times. In addition, SES or the Assigned School's postage, faxes and copiers are not to be used for personal purposes. Exceptions to this policy may be for good cause and require approval of the supervisor in charge. All employees are expected to insure that the property and other assets of Assigned School are safeguarded from loss and damage. Each employee is personally responsible for the condition of school property and equipment that is in his or her custody and control. A physical inventory of all items of property and equipment will be made

annually or as required by the school administrator. Keys are not to be duplicated without administrative authorization.

Inspections: As an employee of SES, you are required to participate in all Company or Assigned School inspections of any kind. Inspections may include, but are not limited to: vehicles, purses, briefcases, lunch containers, documents, lockers, etc.

Outside Employment: Employees may hold other employment. However, other employment held should not interfere with or inhibit your performance or represent a conflict of interest with SES or the Assigned School. Outside employment will not be considered an excuse for poor job performance, absenteeism, tardiness, or leaving early.

Security or ID Badge: If required by the Assigned School, you will be issued a Security/ID Badge. If a badge is lost or misplaced, the Assigned School or SES office should be contacted immediately

Comply with all Assigned Client workplace rules and safety regulations and be above suspicion, suggestion or reproach in all professional and personal activities.

Classroom Management Tips

Positive Expectations: Convey in a firm, friendly tone that you believe in each student and that you believe in their ability to learn. By showing that you believe in and respect the students in your manner and language, they will be more likely to abide by the classroom rules and do the expected work. Students challenge substitutes and it takes patience to convey to them your firm belief that they can follow the rules and learn. It will make their day and yours more rewarding.

Be Fair, Firm, and Consistent: Whatever behavior you expect from one is for all and the entire period/day. This is not to say that there might be some special needs individuals that are handled slightly differently within the regular teacher's recommendations.

Never use sarcasm or other embarrassing methods of discipline: These forms of discipline are unproductive and produce more problems. Use of this practice can do real harm even after you have left.

Call attention to a student's good behavior: By praising a good behavior rather than calling attention to the bad behavior the class will quickly see what gets your wanted response. Rather than pointing out a student's bad behavior walk over while giving instruction to a close proximity to the student. Given an opportunity talk to this student privately on how he/she could help you assist others as well as the student himself/herself.

Adhere to the policy that Corporal Punishment is *NEVER* administered: None of the buildings use it and it is against the law.

Noisy Classroom Suggestions: Do not talk over student or students, rather *pause* mid-sentence and wait till classroom notices and is quiet. Then state what you expect while you are explaining the assignment and that if there are any questions you will call on a hand raised to address these concerns. Remind them that you can only hear and understand one voice at a time. If the class is noisy during an assignment, remind them what you expect and how more effective work requires a

quiet environment. Tell them if they need help to raise their hand and you will come to their desk to help them individually so you will not disturb others.

Effective Low-Key Responses: Some very effective low-key responses to the first student disruption are to increase the proximity to the student, pause, signal in a non-verbal way to the student, turn toward student and wait, ignore behavior when appropriate, or quietly deal with the problem directly. Always finish with “Thank you” when student stops misbehavior as directed.

When Misbehavior Escalates: After all the low-key responses that don’t bring undue attention to the disruptive student are used and ineffective, stop teaching and turn to the student. Give the student a choice of either displaying the self correction behavior or the consequence of not. If the student chooses to stop the disruption say “thank you.” If the student does not then let the student know the choice made is the consequence you stated.

When Immediate Action Needed: When a student is physically harming another, himself, or you, then the appropriate action is to demand removal from the classroom either by first trying a verbal demand or alerting office for help. Whenever a student leaves the classroom the office must be notified. Any of these behaviors must be reported.

Group Rewards Not Punishments: Rewards such as an extra recess for elementary or a last few minutes of choice time in higher grades is a group reward that can be offered if work is done and classroom behavior was good. Group punishment (*ex.* extra assignments to the entire class) is not fair to the students who must suffer for the few that are breaking the rules.

Report Offense

Under Michigan legislation all school employees, applicants, and persons working under contract, who are charged with a crime listed under **380.1535a** (and any crime of similar nature in this state or another state) need to report criminal charge to employer (Superior Employment Services) and the Michigan Department of Education within three business days after the arraignment.

Under **Sec. 1535a** if you hold a teaching certificate that is valid in this state and have been convicted of a crime, described in this section, then within 10 working days after receiving notice of the conviction, you shall be notified in writing that your teaching certificate may be suspended because of the conviction.

If you do not report that you have been charged, you violate **MCL 380.1230d(1)**, and you are guilty of a misdemeanor or felony, depending on the crime which you were charged.

Under **Sec. 1535d(2)** if you make a plea of guilt or no contest to or are subject of a finding of guilt by a judge or jury of any crime after having been initially charged then you must immediately disclose to the court, on a form prescribed by the state court administrative office, that you are employed. You shall immediately provide a copy of the form to the prosecuting attorney in charge of the case, and to SES.

Under **Sec. 1535d(5)** if you submit a report that you have been charged with a crime, as required under law, and you are then not convicted of any crime after the completion of judicial proceedings resulting from that charge, then you may request SES to delete the report from your records. The request must have documentation verifying that you were not convicted of any crime after the completion of judicial proceedings resulting from that charge.

Listing of Offenses under 380.1535a

*This list was created to inform employees but may be incomplete. There may be additional misdemeanors that need to be reported. For more details on **380.1535a** legislation and other legislation impacting school employees, go to www.legislature.mi.gov.*

1. Any felony
2. Any of the following misdemeanors:
 - a. Criminal sexual conduct in the fourth degree or an attempt to commit criminal sexual conduct in the fourth degree.
 - b. Child abuse in the third or fourth degree or an attempt to commit child abuse in the third or fourth degree.
 - c. A misdemeanor involving cruelty, torture, or indecent exposure involving a child.
 - d. A misdemeanor involving indecent exposure
 - e. Violation of MCL 333.7410; MCL 333.7401: To distribute or to attempt to distribute marijuana to students or to have possession within 1,000 feet of school property; manufacturing, creating, delivering, or possessing with intent to manufacture marijuana
 - f. MCL 436.1701; MCL 750.141a : Alcoholic liquor sold or furnished to a minor; alcohol in possession of minors at social gatherings
 - g. MCL 750.115: Any person who breaks and enters or enters without breaking, without first obtaining permission to enter from the owner or occupant, agent, or person having immediate control thereof.
 - h. MCL 750.81; MCL 750.81a: Assault or assault and battery; Assault, infliction of serious or aggravated injury.
 - i. MCL 750.145a: Accosting, enticing or soliciting child for immoral purpose.
 - j. MCL 750.145d: Using a computer to commit or soliciting another person to commit a crime.
 - k. MCL 750.359: Larceny from vacant dwelling.

3. Any violation of a substantially similar law of this state, of another state, of a political subdivision of this state or another state, or of the United States.
4. Any violation of failure to report charge to Michigan Department of Education and employer.
5. Any Misdemeanor that is a listed offence.

SUPERIOR

Employment Services

RECEIPT OF EMPLOYEE HANDBOOK & AT-WILL EMPLOYMENT STATEMENT

(This page is to be signed and returned to SES management)

After reading this page and agreeing to the statements made on it, please sign, date, and return to the SES. It will be placed in your personnel file.

1. I acknowledge that I have received and read a copy of the SES Employee Handbook.
2. I agree to comply with the policies and expectations in the handbook.
3. I understand that some policies might be changed and some professional expectations may not be listed but are still required. Policy changes will be distributed in written form.
4. I understand that this handbook is not designed to create *contractual* obligations with respect to any subjects it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time.
5. I understand SES is an *AT-Will* employer that states that I or SES may terminate my employment at any time, for any reason, with or without cause or notice. I realize that means a no stated period of time of employment exists.
6. I understand that I must ask questions of any content or interpretation of this handbook I do not understand.

Name of Employee (print): _____

Signature: _____ Date: ____/____/____

SES initials: _____ Date: ____/____/____

RECEIPT OF EMPLOYEE HANDBOOK & AT-WILL EMPLOYMENT STATEMENT

(Employee Copy)

This duplicate copy is for you to be aware of the points you agreed to when you signed the prior copy and returned it to SES personnel for filing.

1. I acknowledge that I have received and read a copy of the SES Employee Handbook.
2. I agree to comply with the policies and expectations in the handbook.
3. I understand that some policies might be changed and some professional expectations may not be listed but are still required. Policy changes will be distributed in written form.
4. I understand that this handbook is not designed to create *contractual* obligations with respect to any subjects it covers and that the Employee Handbook does not create a contract guaranteeing that I will be employed for any specific time.
5. I understand SES is an *AT-Will* employer that states that I or SES may terminate my employment at any time, for any reason, with or without cause or notice. I realize that means a no stated period of time of employment exists.
6. I understand that I must ask questions of any content or interpretation of this handbook I do not understand.

Name of Employee (print): _____

Signature: _____

Date: ____/____/____

SES Initials: _____

Date: ____/____/____