



## Receipt of Personnel Manual & Employment -At-Will Statement

I have this day received a copy of the SC AWWA/WEA Personnel Manual, and understand that I am responsible for reading the personnel policies and practices described within.

I agree to abide by the policies and procedures contained therein. I understand that the policies and benefits contained in this manual may be added to, deleted or changed by the Associations at any time. I understand that neither this manual nor any other written or verbal communication by a management representative is intended to, in any way, create a contract of employment for any specified period of time, and that this personnel manual is for information purposes only. I also understand that the Associations abide by employment-at-will, which permits the Associations or the employee to terminate the employment relationship at any time, for any reason, with or without notice. The Associations will not modify the policy of employment-at-will in any case.

If I have questions regarding the content or interpretation of this abbreviated employee handbook, I will bring them to the attention of my supervisor.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_