



ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

This page to be to be retained in the employee's personnel folder

Employee's Name

What is your Employment Status?

- ☐ Regular full time
 - ☐ Regular part time
 - ☐ Temporary by the hour
 - ☐ Temporary by the day
 - ☐ Temporary full time
-

Are you employed for a specific period?

- ☐ No
 - ☐ Yes, until:
-

What are your work hours?

Hours per week:

Starting time:

Quitting time:

Above completed by Personnel Department Staff member

I hereby acknowledge that I have received the Employee Handbook (handbook) for The Latino Museum of History, Art and Culture.

I fully understand and accept the responsibility for reading and understanding the contents of this handbook and for requesting clarification or additional information on any subject that I do not fully understand.

I fully understand that the statements of policy in this handbook are general in nature and do not constitute conditions of employment or a contract. I further understand that my employment can be terminated by me or the museum at any time with or without cause.

I fully understand that the contents of this handbook can be changed by management at any time with or without notice to the employees affected by such changes.

Employee's Signature

Date
