

**ACKNOWLEDGEMENT OF RECEIPT
OF HUMAN RESOURCES POLICY MANUAL**

I acknowledge that I have received and reviewed a copy of Oak Hill's Human Resources Policy Manual. I understand that it is my obligation to familiarize myself with and abide by and comply with all of the policies and procedures set forth therein. **I further understand that, if I am not a member of the Union, I am an "at will" employee subject to termination with or without cause at any time for any lawful reason.** I further understand that Oak Hill has the right to change, delete, add to, suspend, or discontinue any of its policies and procedures contained in this Manual at any time without prior notice, and that if Oak Hill so exercises this right and I remain employed thereafter, I will abide by, and comply with, all of Oak Hill's policies and procedures which are then in effect.

Employee Name: _____
(please print)

Signature: _____ Date: _____

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