



Acknowledgment of Receipt and Review Employee Handbook

By signing below, I acknowledge that I have had the opportunity to review the Southern Oregon School of Music Employee Handbook.

I understand that the handbook is available electronically through the School's team intranet at <https://soschoolofmusic.com/team>, and that I may request a paper copy at any time.

I acknowledge that I have read the handbook, understand its contents, and agree to comply with the policies and guidelines described in it.

I understand that the School has the maximum discretion permitted by law to interpret, administer, change, modify, or delete the rules, regulations, procedures, and benefits described in the handbook at any time, with or without notice. No statement or representation by a supervisor, manager, or any other employee, whether oral or written, may supplement or modify this handbook. Changes may be made only if approved in writing by the Director of the School.

I understand that my employment is at will (to the extent permitted by law), meaning that either I or the School may end the employment relationship at any time, with or without cause or notice, and that nothing in the handbook creates a contract of employment.

If I am covered by a written employment agreement signed by an authorized School representative or by a collective bargaining agreement, I understand that the terms of that agreement apply instead of the handbook.

I have read and understand the section on being a Mandatory reporter and have watched the Oregon Department of Human Services Mandatory Reporting Video which is linked to in this document.

This acknowledgment supersedes any prior acknowledgments I may have signed relating to receipt or review of the Employee Handbook.

Employee Name (print): _____

Employee Signature: _____ Date: _____