

## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about Southern Ute Community Action Programs, Inc., hereinafter referred to as SUCAP. I understand that I should consult the Human Resources Department regarding any questions not answered in the handbook. I have entered into my employment relationship with SUCAP voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I, or SUCAP, can terminate the relationship at will, with or without cause, at any time. Furthermore, I acknowledge that this handbook is neither a contract nor a legal document, as there is no violation of applicable law.

Since the information, policies, and benefits described herein are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the SUCAP Board of Directors has the authority to adopt any revisions to the policies referred to in this handbook.

I have received the **2016** version of the handbook and understand that this version supersedes any previous SUCAP handbooks in circulation. Further, I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions to it.

Please sign and date this form and turn it in at your New Employee Orientation or to the Human Resource Department at the Central Administration Office, 285 Lakin Street, Ignacio, CO 81137.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Printed)

**Please email this completed form to [hr@sucap.org](mailto:hr@sucap.org) – signatures are requested during orientation.**