

HANDBOOK AND POLICY ACKNOWLEDGMENT

I acknowledge that I have received a copy of the Utah International Employee Handbook dated (date). I understand that this handbook replaces any and all prior verbal and written communications regarding Utah International working conditions, policies, procedures and appeal processes.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Utah International.

I understand that if I have questions or concerns at any time about the handbook, I will consult my immediate supervisor, the principal, or the board of trustees.

I acknowledge that the handbook contains an **employment-at-will** provision that states:

- Either Utah International or I can terminate my employment relationship at any time, with or without cause, and with or without notice;
- That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other Utah International documents, or in any verbal statements to the contrary; and
- That no one can enter into any differing employment relationship, contract, or agreement.

Printed name _____

Signature _____

Date _____

In compliance with the Drug-Free Workplace Act (41 U.S.C. 701) , I acknowledge that I have read and understood and will comply with the following drug-free workplace policy:

Manufacture, distribution, dispensation, possession, or use of any illegal drug, alcohol, or controlled substance while on the school's premises is strictly prohibited. These activities constitute serious violations of the school rules, jeopardize the school and can create situations that are unsafe or that substantially interfere with job performance. Employees in violation of the policy are subject to appropriate disciplinary action, up to and including dismissal. Additionally, the school reserves the right to require an employee to undergo a medical evaluation under appropriate circumstances

Printed name _____

Signature _____

Date _____