

Acknowledgement of Receipt

I have received a copy of the FBA Employee Handbook and have been given the opportunity to read it and ask questions. I acknowledge that it is my responsibility to ask questions about anything that I do not understand regarding the information presented herein. If I have not asked any questions, it is because I understand the contents of this Handbook. This Handbook supersedes any previously issued editions.

I understand that my employment is governed by my annual Employment Contract (if required), this Handbook, and any other policies and procedures issued by the FBA Administration. I understand that the contents of this Handbook are presented to me for guidance and information only and do not constitute an express or implied employment contract. I understand that the benefits and policies conveyed are not intended to confer any rights or privileges or to entitle me to remain employed by FBA for a specific duration. Any verbal statements do not constitute a contract for employment. Any required contract for employment must be in writing, signed by the President of the School Board and by me.

I understand that it is my responsibility to abide by all policies set forth in this Handbook. I further understand that the procedures, working conditions, benefits, and policies described herein are subject to change at any time by FBA and such changes will be communicated in writing.

Name (Please Print)

Signature

Date

**After you have read this Handbook and signed this page, you should make a copy of this Acknowledgement page for yourself and send this original page to the Principal.

Received:

Principal Signature

Date