

## **APPENDIX D: EMPLOYEE ACKNOWLEDGEMENT OF RECEIPT & UNDERSTANDING OF EMPLOYEE HANDBOOK**

I acknowledge that I have received, read, and understood the 2024-2025 McLean School Employee Handbook (“Handbook”) and the policies contained therein. I understand that I am bound by these policies.

I further understand that, with the exception of the at-will policy, the content of this Handbook, including information on policies, procedures, and benefits, is subject to modification by the School at any time without prior notice.

I understand that the Handbook is not a contract between the School and its employees, and that only the Head of McLean School has the authority to revise or make exceptions to any school policies.

Changes to the Handbook and to School Policies announced elsewhere are effective upon implementation after notice is given to McLean employees.

Date

NAME (Typed or Printed)

EMPLOYEE SIGNATURE