

EMPLOYEE ACKNOWLEDGEMENT AND AGREEMENT FORM

This is to acknowledge that I have read and reviewed a copy of the Employee Policy Handbook, understand that it contains important information on CASA’s general personnel policies and on my privileges and obligations as an employee.

I acknowledge and agree that I am expected to read, understand, and adhere to CASA policies and will familiarize myself with the material in the handbook. I understand that I am governed by the contents of the handbook and that CASA may change, rescind, or add to any policies, benefits, or practices described in the handbook from time to time in its sole and absolute discretion, with or without prior notice. CASA will advise employees of material changes within a reasonable time.

I also understand and agree that the use, possession, sale, distribution, being under the influence of or transportation of any prohibited items, while on the job, on CASA-owned, leased occupied or operated property, or while in or aboard CASA vehicles of any kind, is prohibited.

I understand and agree that if I drive a CASA-owned vehicle, my personal or a rental vehicle for CASA business, I must immediately inform the Board of Directors/Executive Team if my driver’s license is suspended, revoked or expires; if I receive a driving-under-the-influence (DUI) citation; or if I am in an automobile accident. I also understand that if I drive my personal or a rental vehicle for CASA business, I must also immediately inform the Executive Director if my automobile insurance expires or is canceled. Furthermore, I understand that my failure to immediately report the foregoing circumstances to the Executive Director is cause for disciplinary action, up to and including immediate termination.

I understand and agree that CASA does not promise or guarantee a minimum length of employment and employment at CASA is employment at-will. Employees at-will may be terminated with or without cause, with or without notice, at any time, by either CASA or the employee. I also understand and agree that CASA retains the right to demote, transfer, change my job duties, and change my compensation at any time, with or without notice, and with or without cause, in its sole discretion.

I understand and agree the at-will employment status of any employee may be modified or amended only by an express written agreement signed by the employee and the Board of Directors, and such written agreement must specifically reference the at-will provision of this handbook and expressly waive such provision. I also understand that no employee, officer, or representative of CASA other than the Board of Directors is authorized to modify or amend the at-will nature of the employment relationship of any employee. I understand that nothing in this handbook or any other document or statement, whether written or oral, shall limit the right of the employee or CASA to terminate the employment relationship at any time, with or without cause, and with or without notice.

I further understand and agree that this acknowledgement form contains a full and complete statement of the agreements it recites, including the at-will employment statement and supersedes all previous agreements, whether written or oral, express or implied, relating to the subjects covered in the acknowledgement.

EMPLOYEE’S SIGNATURE

DATE

EMPLOYEE’S NAME (Typed or Printed)