

**ACKNOWLEDGMENT OF  
RECEIPT OF  
YOUNG HARRIS COLLEGE EMPLOYEE HANDBOOK**

I understand that via the Young Harris College Human Resources page on YHC Connect, <http://www.yhc.edu/employeehandbook> I have access to the Employee Handbook of Young Harris College. I understand it is my responsibility to read the Handbook and become familiar with its policies, benefits and employee responsibilities.

I also acknowledge that my employment, except for Faculty members, with the College is not for a specified period of time and can be terminated at any time for any reason, with or without cause or notice, by me or by the College. I acknowledge that no oral or written statements or representations regarding my employment can alter the foregoing. I also acknowledge that no one at the College has the authority to change this policy of at-will employment except through Employment Agreements approved by the Human Resources Director and Vice President of Academic Affairs in writing.

I also acknowledge that, except for the policy of at-will employment, the College reserves the right to revise, delete, and add to the provisions of this Employee Handbook. All such revisions, deletions, or additions must be in writing and approved by the College President and the President's Leadership Council (PLC), and will be posted on the YHC intranet site, (YHC Connect) (<https://connect.yhc.edu/default.aspx> ) which will always have the latest version of the policies. No oral statements or representations can change the provisions of the Employee Handbook. No implied contract concerning any employment-related decision, term of employment, or condition of employment can be established by any other statement, conduct, policy, or practice.

I understand that the foregoing agreement concerning my at-will employment status, except for Faculty members, and the College's right to determine and modify the terms and conditions of employment is the sole and entire agreement between me and the College concerning the duration of my employment, the circumstances under which my employment may be terminated, and the circumstances under which the terms and conditions of my employment may change. I further understand that this agreement supersedes all prior agreements, understandings, and representations concerning my employment, except for Faculty members, with the College.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Witness Signature

\_\_\_\_\_  
Employee Name [printed]