

# NorthStar Learning Centers

53 Linden Street  
New Bedford, MA 02740  
(508) 984-3384  
www.northstarlc.org

## Health and Safety Manual, Employee and Family Handbook Acknowledgment

*(To be signed and returned to the Business Office)*

This is to acknowledge that I have received a copy or been provided instructions on how to access the NorthStar Learning Centers Employee Handbook on the NorthStar website at <http://www.northstarlc.org>.

### **Check all that applies:**

- Employee Handbook
- Health and Safety Manual
- EEC Family Handbook (for employees working in our early education and afterschool programs)
- Youth Services Parent Handbook (for employees working in our youth serving programs)

I understand that the Handbook contains important information on Northstar's policies and practices. I acknowledge that it is my responsibility to review and understand the policies, practices, and information contained in the most current version of the Handbook, which is available in the facility in which I work and on the website. If I do not understand the information or have questions related to material in the Handbook, I will contact my supervisor or the Business Office. I understand that this version supersedes all prior versions, and NorthStar reserves the right to revise, eliminate, or otherwise change provisions in the Handbook and any of its policies, practices, working conditions, and benefits (subject only to the collective bargaining agreements as applicable) at any time.

I understand that the Business Office will make paper copies of the handbook available for employees who request them. While NorthStar will maintain an up-to-date copy of the handbook at each of its facilities, I understand that any printed copy in my possession should be considered out of date as soon as it is printed. As NorthStar provides updated policy information, I accept responsibility for reading and abiding by the changes.

I further understand that nothing in the Handbook or any other NorthStar guideline, policy, or practice creates an expressed or implied contract of employment or alters our employee at-will relationship (with the limited exception of employees working in positions covered by a collective bargaining agreement). I understand that this Handbook is intended to provide information and guidance to employees as well as foster a positive work environment.

Name (please print): \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please sign, date, and return to the Business Office, 53 Linden Street, New Bedford, MA 02740.