



## SEACREST HANDBOOKS ONLINE

### EMPLOYEE HANDBOOK

This form acknowledges that you are aware the Seacrest Employee Handbook is available on our Seacrest website under the "Faculty Portal". You can receive a hardcopy of the document either by printing it yourself or requesting a copy from Administration. When you first received the handbook, you agreed to read and familiarize yourself with the Handbook contents. Please review it again since we are starting a new school year. If you have any questions or concerns please ask Seacrest Administration for clarification regarding these policies and their implementation.

The Handbook on the portal represents the current policies, regulations, and benefits, and that any and all policies or practices can be changed at any time by Seacrest School. Seacrest School retains the right to add, change, or delete wages, benefits, policies, and all other working conditions at any time. You will be notified of any changes to the handbook and the document will be up to date on the portal.

When you were originally hired you signed the following statement which is still accurate:

"I understand that nothing in this manual creates or is intended to create a promise or representation of continued employment and that my employment at Seacrest School is pursuant to a separate, written employment contract. I further understand that my employment may be terminated in accordance with the provisions of the contract. I understand that my contract may not be changed except in writing signed by the Head of School."

Your signature below certifies that you understand:

1. your separate employment contract is the sole and entire agreement between Seacrest School and you concerning the duration of your employment
2. the Handbook on the portal is current and supersedes all prior manuals, handbooks, agreements, understandings, and representations (whether written or oral) concerning your employment with Seacrest School, other than the duration of employment which is referenced in #1 above.

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Signed

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Date

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Print Full Name