

Acknowledgment of Handbook Receipt

(Please complete and return to the Orchestra Personnel Manager)

I, the undersigned, have received a copy of the Company’s Employee Handbook revised Fall 2023, and I am expected to read its contents. This Handbook supersedes all past handbooks, policies, benefits, and guidelines.

I understand and agree to read the policies described in the handbook. I understand the handbook is not an employment contract and that my employment is considered “at-will” and may be terminated at any time, without cause or notice, for no reason or for any reason not in violation of federal or state law. No representative has authority to modify this at-will relationship on behalf of the Company except the President.

I am also aware that policies are subject to change with or without notice and that managers are here to answer any questions I have regarding Company policies or procedures.

Employee’s Signature: _____

Employee’s Full Name (please print): _____ **Instrument:** _____

Date: _____

I would like to be acknowledged in playbills and other publications

Under my professional name to read as follows:

(Please Print)

In Case of Emergency:

Contact: _____ **Relationship:** _____

Address: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Cell:** _____

Email: _____