

Choctaw Archiving Enterprise

Employee Manual – Receipt and Acknowledgement

This is to acknowledge that I have received a copy of the Choctaw Archiving Enterprise (CAE) Employee Manual effective October 1, 2003, or have been directed to the web-site concerning the CAE Employee Manual, and understand that it outlines certain CAE policies, procedures, and benefits as may exist at the time of publication. I understand that it is my responsibility to familiarize myself with all information in this Employee Manual.

I understand that this Employee Manual does NOT constitute a contract or agreement of any kind; rather it is merely a statement of policies and procedures. I understand that the contents of this Employee Manual do not confer any rights on or promises to me or guarantee my employment for any period of time. I understand that CAE can alter, eliminate, or otherwise change any policy, information, or benefit described in this Employee Manual (except the “at-will” employment policy), without notice, at any time and it is my responsibility to review the manual periodically on the web-site to observe any recent changes.

I understand that my employment with CAE is employment at will, and can be terminated by me or CAE at any time for any or no reason. I understand that, although other terms and conditions of my employment may change, this at-will employment relationship will remain in effect throughout my employment with CAE unless it is specifically modified by an express written employment agreement for a specified term executed by the Program Manager, the Managing Officer, or another officer of CAE and me. I understand that this at-will relationship may not be modified by any oral or implied promises or agreements. I understand that no employee has a right to continued employment by virtue of anything stated or inferred in this employee manual.

I understand that nothing in this Employee Manual or any summary brochure should be deemed to be a promise by CAE to provide any benefit. Rather, CAE reserves the right to alter or eliminate any benefit, without notice, at any time.

I understand that this Employee Manual replaces (supersedes) any and all prior CAE policies and any and all prior CAE employee handbooks or manuals, and any information contained in any such prior policy, handbook, or manual is no longer in effect. I understand that this Employee Manual is the property of CAE and may not be copied or disclosed to any person who is not an employee of CAE. I understand that this Employee Manual is to be returned to CAE when employment with CAE ceases.

Date

Employee Signature

Employee Name (please print)