

# **EMPLOYEE HANDBOOK**

Dear Employee:

It is my privilege to welcome you to the 21<sup>st</sup> CCLC of Montana. The Program is dedicated to providing the best environment possible for youth. The ultimate purpose of our work together can be stated in our state goals.

*Goal 1: Improve student-learning performance, for students of all ages, in one or more core academic areas through consistent involvement in 21st Century CCLC programs.*

*Goal 2: Offer a broad array of high quality activities including youth development, drug and violence prevention, career development, art, music, recreation, technology education, and character education, which reinforce and complement the school day and positively affect school attendance, academic performance, and decrease disciplinary actions or adverse behaviors.*

*Goal 3: Provide programming to engage families of enrolled 21st CCLC participants with the intent of enhancing the home/school relationship, providing opportunities for parental involvement in school, and promoting resiliency through family involvement.*

The Program is also committed to being a great place to work. We recognize that our employees are our greatest asset. Our children cannot thrive unless the staff is thriving. Please do not hesitate to share suggestions and concerns with your site coordinator.

This Employee Handbook is intended to provide you with a clear understanding of what is expected from all employees and what you can expect from this organization. The policies expressed in the handbook are designed to create a positive work environment. If after reading this handbook you have any questions, please consult your executive director of 21<sup>st</sup> CCLC of Montana.

## **ABOUT THIS HANDBOOK**

This Employee Handbook (“Handbook”) is expressly intended for the use of the employees of the 21<sup>st</sup> CCLC of Montana.

This Handbook sets forth basic policies and expectations for employee conduct and the policies outlined in this Handbook apply to all employees – introductory, regular full-time, regular part-time and temporary/seasonal. In all cases of interpretation of this Handbook, executive director/board decisions are final. The director may modify any part of this Handbook at its sole discretion, without prior notice. This Handbook supersedes and replaces all previously existing Program employee handbooks or personnel policy manuals.

All Program employees are expected to follow the policies and procedures outlined in this Handbook. Any violation of these or any other Program policy, practice or procedure will subject an employee to discipline, up to and including separation. Nothing within this Handbook or within the Program’s policies, practices or procedures is intended to create a contract for employment, expressed or implied, or a guarantee of continued employment for a specific duration.

## **GENERAL POLICIES**

### ***Equal Employment Opportunity***

The Program is an equal opportunity employer. The Program is committed to the spirit and letter of all federal, state and local laws and regulations pertaining to equal opportunity. To this end, the Program does not discriminate against any individual with regard to race, color, religion, citizenship, political activity or affiliation, marital status, age, national origin, ancestry, physical or mental disability, medical condition, veteran status, sexual orientation, sex or gender (which includes gender identity, pregnancy, childbirth, or related medical conditions), taking or requesting statutorily protected leave, or any other basis protected by law. This Policy extends to all terms, conditions and privileges of employment, as well as the use of all Program facilities. No form of unlawful discrimination, including unlawful harassment, will be tolerated.

## **EMPLOYMENT POLICIES**

### ***Open Door***

The Program wants to assure its employees that ideas, suggestions, and complaints will be heard. It is also the policy of management to attempt to resolve disputes that may arise between or among fellow employees or between employees and their supervisors. Open communication between employees and their immediate supervisors is encouraged. Employees should feel free to voice ideas, suggestions or complaints without fear of reprisal or retribution. If an employee wishes to remain completely anonymous, he/she can write the idea, suggestion or complaint down on paper and give it to Site Coordinator.

### ***Background Checks***

All Program applicants will be subjected to background checks; all Program employees and volunteers are subject to background checks at least every other year. Background checks may include, but are not limited to, checks of an employee's driver's license, National Sex Offender search, state and federal criminal records and credit checks; any offenses or convictions may prevent on-going employment.

### ***Introductory Period***

The first 90 days of employment for new employees of the Program is considered an introductory period. The introductory period provides a new employee the opportunity to become familiar with the Program. During this time, a new employee's work hours, skills, and general work performance will be evaluated. Successful completion of the introductory period does not give rise to or create an employment contract for any period of time or a guarantee of continued employment.

### ***Personnel Records***

It is very important for employees to keep their personnel records up to date. The Program directs employees to notify Site Director immediately if there is a change in status, including but not limited to the following:

- Name and social security number
- Home address and telephone number
- Cellular or Mobile number
- Marital Status
- Number of dependents
- Beneficiary(ies)
- Emergency contact information
- Driver's license status
- Additional education and training
- CPR and First Aide Training

Employees are required to report any situation or incident that may affect their employment with the Program or may have an impact on the image of the Program, including but not limited to any criminal charges, whether occurring on or off duty, to Site Director within 5 days of the event. All personnel records are the property of the Program. If an employee wishes to review his or her Personnel File he/she should request an appointment with the Site Director.

Although no items contained within the file may be removed, documents bearing the employee's signature may be copied.

## **GENERAL EMPLOYEE INFORMATION**

**Note:** The following are principles of ACES that you should be aware of in order to be an effective Staff Member. It is important that you are read and understand these procedures before you begin working for the program.

### **Philosophical Goals**

The ACES Program is a program that provides tutoring, recreation, enrichment and prevention activities to the Bigfork School District and surrounding areas. The components of the program are designed to provide Flathead Valley youth with the opportunity to:

1. Stay in a safe environment with positive adult role models during the after school hours.
2. Socialize with their peers in a healthy manner.
3. Receive assistance with homework.
4. Engage in enriching activities that may otherwise not be available during school hours.
5. Learn sportsmanship and fair play as they participate in recreational activities.
6. Learn how to engage in a healthy lifestyle through healthy meals and prevention education.
7. Become actively involved in their community. Our program is constantly changing. ACES offerings and activities may be modified at any time to best suit the needs of our students.

## **Outcomes**

By providing these services to Flathead County, ACES hopes to achieve the following outcomes:

1. Reduce youth related crime in the community of Flathead County.
2. Make education at a family level more accessible to the community.
3. Improve both behavior and academic performances of those who participate with ACES.

## **Eligibility**

All Bigfork, Kila, Marion, and Deer Park youth in grades K-8, including private schools charter schools and homeschools, are invited to join ACES.

## **Registration**

All ACES participants are required to fill out proper registration forms, and keep current on fees, if necessary, prior to attending ACES. Any exceptions to this rule must be approved in advance by the Site Coordinator. This includes children who are in the personal care of ACES Staff Members. Children who are not enrolled in a school are not allowed to attend ACES, this includes children of staff and administration.

## **Class Enrollment**

An adult to student ratio of 1 to 12 should be maintained.

## **Pick Up**

Students are to be picked up by 6:00 pm from the ACES program. A late pick up from ACES may result in suspension from the program, fees to the parent, or a phone call to local authorities. Under no circumstances are you to take a child home. Please record late pick-ups consistently so we may discuss any problems with the children's caregiver.

## **Materials**

Please remember that ACES is a grant-funded program with a limited budget. The Site Coordinator will provide all materials necessary for the program to run effectively. If you see a need for any materials, fill out a Request for Material form as soon as possible (at least one week in advance) and submit it to your Site Coordinator. Upon approval, your Site Coordinator will purchase the materials for you.

## **Parent Role and Visitation**

The parent's role cannot be overemphasized in a child's education. Parents should be encouraged to participate actively in the ACES program. Communication among staff and the parent is essential. Any participant issues that arise, however, must be brought to the attention of the Site Coordinator. At this point, the Site Coordinator will determine the appropriate plan of action.

## **Emergencies**

You will be provided with an ACES Emergency Situations Guidebook. This guidebook will explain the procedures for emergencies such as: weather related emergencies, gun and bomb threats and fire emergencies. You will be expected to be familiar with the guidelines in this book. In addition, you will help implement "drills" to ensure your knowledge of the proper procedures.

In the case of a medical emergency, registration forms will be on site with contact phone numbers and other medical information regarding each ACES participant. Your Site Coordinator will show you the location of these forms as soon as you come on site. Registration forms must stay in the binder and in its proper place at all times. If a major injury occurs which results in a participant's absence from school or for which professional medical attention is recommended, the ACES Student Accident Report must be completed. Minor injuries must be documented and reported to the Site Coordinator immediately. Parents must be informed of all incidents and injuries.

### **Progress Reports and Evaluations**

You are expected to continually evaluate ACES participants and the ACES program in order to determine how to best suit the needs of the students. Your advice and opinions are important to us. Your site will have a weekly staff meeting. At this time, you should share any concerns or suggestions that you may have about the ACES program. Of course, you can share your concerns sooner in a private meeting with your Site Coordinator if you feel there is an issue that must be dealt with immediately.

Your job performance will also be reviewed every six months. The review schedule is as follows:

1st Progress Review:	September
2nd Progress Review:	April

You will also have the opportunity to evaluate your Site Coordinator at each review.

The purpose of these evaluations is to allow you and your Site Coordinator to discuss issues and to correct job performance concerns before they become a problem. This is also a time to celebrate successes.

### **Professionalism**

The Program expects all staff members and volunteers to conduct themselves in a manner that exemplifies the highest standard of ethics and propriety in any endeavor or activity that could impact or reflect upon the mission, purpose, integrity, reputation, and professional and business relationships of the organization. While working at the ACES program site, you are expected to maintain a high level of professionalism. Use of unacceptable language or inappropriate discussions will be considered using a lack of professional judgment. Failure to maintain your professionalism may result in disciplinary action.

### **Phone Use**

Telephones are for business use only. This includes the use of cellular phones. You will be allowed to use phones for personal use only in the case of an emergency. ACES will provide walkie talkies for communicating between staff. Please no texting or using social media while on the clock at ACES.

### **Supervision of Participants**

You are NEVER to leave ACES students unattended. If you need a restroom break, make sure that another ACES staff member is actively supervising your participants. ACES does not provide snack breaks.

### **Dress Code**

You are a role model to ACES students. Therefore, you are expected to maintain a “nice casual” appearance as well as to abide by the same dress code as is expected of the students who attend LOCAL Area Schools. Failure to do so may result in disciplinary action.

**Social Media** - Accessing of social media sites on the Internet during working hours is not permitted. When posting to social media sites, employees are to make it clear that they are speaking for themselves and not on behalf of the Program. An employee’s online presence reflects the Program. Be aware that actions captured via images, posts, or comments can reflect that of the Program. Do not reference or site Program employees, members, parents or partners without their express consent. The Program logo may not be used without written consent. The absence of, or lack of explicit reference to a specific site does not limit the extent of the application of this policy. Where no policy or guidelines exist, employees should use their professional judgment and take the most prudent action possible. Consult with your manager or supervisor if you are uncertain. Please refer to “Professionalism” when it comes to posting on Social Media that is accessible to members. Vulgar language, sexually explicit images and retaliation comments are a form of unprofessionalism that reflect on the ACES program and could be cause for disciplinary action.

## **Drugs and Alcohol**

ACES prohibits the manufacture, possession, use, distribution or dispensing of any controlled substance, drug paraphernalia, or alcohol by any member of its staff while on corporation property or while involved in any corporation related student activity or who is responsible for the supervision of students. Anyone violating this policy shall be subject to disciplinary action up to and including termination of employment.

Tobacco use is prohibited inside ACES buildings or on ACES property. "Cigarette breaks" are discouraged. If absolutely necessary, however, they must take place off of ACES grounds and out of sight of ACES participants. The Site Coordinator must approve all breaks in advance. Anyone working less than 4 hours per day will not be allowed cigarette breaks.

## **Abuse**

It is THE LAW to report any suspicion of child abuse to the proper authorities. In this case, you will be expected to advise your Site Coordinator of any suspicions you may have. You will be expected to treat this matter with confidentiality.

## **Preparation**

You are to always be prepared to perform your job as described in your Job Description. All materials and alternative plans of action must be in place *every day* before participants enter ACES.

## **Student Discipline**

You are encouraged to utilize the following child management techniques with ACES participants: verbal warning, private reprimands, time outs (temporary) and removal from activity (temporary). Keep your Site Coordinator informed of any problems that you have with a participant. If a child continues to cause disruptions while under your supervision, you may complete an ACES Discipline Referral form in accordance with ACES Student Policies and Procedures. You may never suspend a student or permanently remove a student from an activity without the approval of the Site Coordinator. Failure to comply with Student Discipline Procedures may result in disciplinary action.

## **Sign-In/Compensation Policy**

You must clock in and out on a time clock on a daily basis to be compensated for your time. Employees are offered a 15 minute break every 4 hours, however you must clock out for lunch, failing to clock out during personal time will result in disciplinary action. *You will not be paid for unapproved written in time.*

## **Call-In Policy**

You are expected to be on site for the duration of your entire shift. Call your Site Coordinator at home as soon as possible if you are going to be absent from ACES due to illness. If you are planning to be absent for any reason other than illness, the absence must be approved by the Site Coordinator with the proper forms completed one week in advance of the absence.

If you are going to be tardy for any reason, you must notify your Site Coordinator as soon as possible. Excessive tardiness may result in disciplinary action. The same policy applies to leaving prior to the end of your shift.

## **Absentee Policy**

All absences must be excused and in accordance with the Call-In Policy. The procedure for unexcused absences will be as follows:

- 1st unexcused absence - written notice from the Site Coordinator. This notice will be forwarded to the Program Supervisor.
- 2nd unexcused absence - one day suspension from ACES without pay.
- 3rd unexcused absence - turned over to the Program Supervisor for final action, which may result in a multi-day suspension or termination.

### **Warnings and Dismissal Policy**

Failure to abide by ACES Policies and Procedures may result in a formal warning. The policy is as follows:

Step 1 - The Site Coordinator will talk to the Staff Member and develop a plan that will enable the Staff Member to correct the deficiency. This will be considered a verbal warning.

Step 2 - The Site Coordinator, Staff Member and Executive Director will meet to come up with an agreed upon plan of action. This will result in a written warning and may result in suspension.

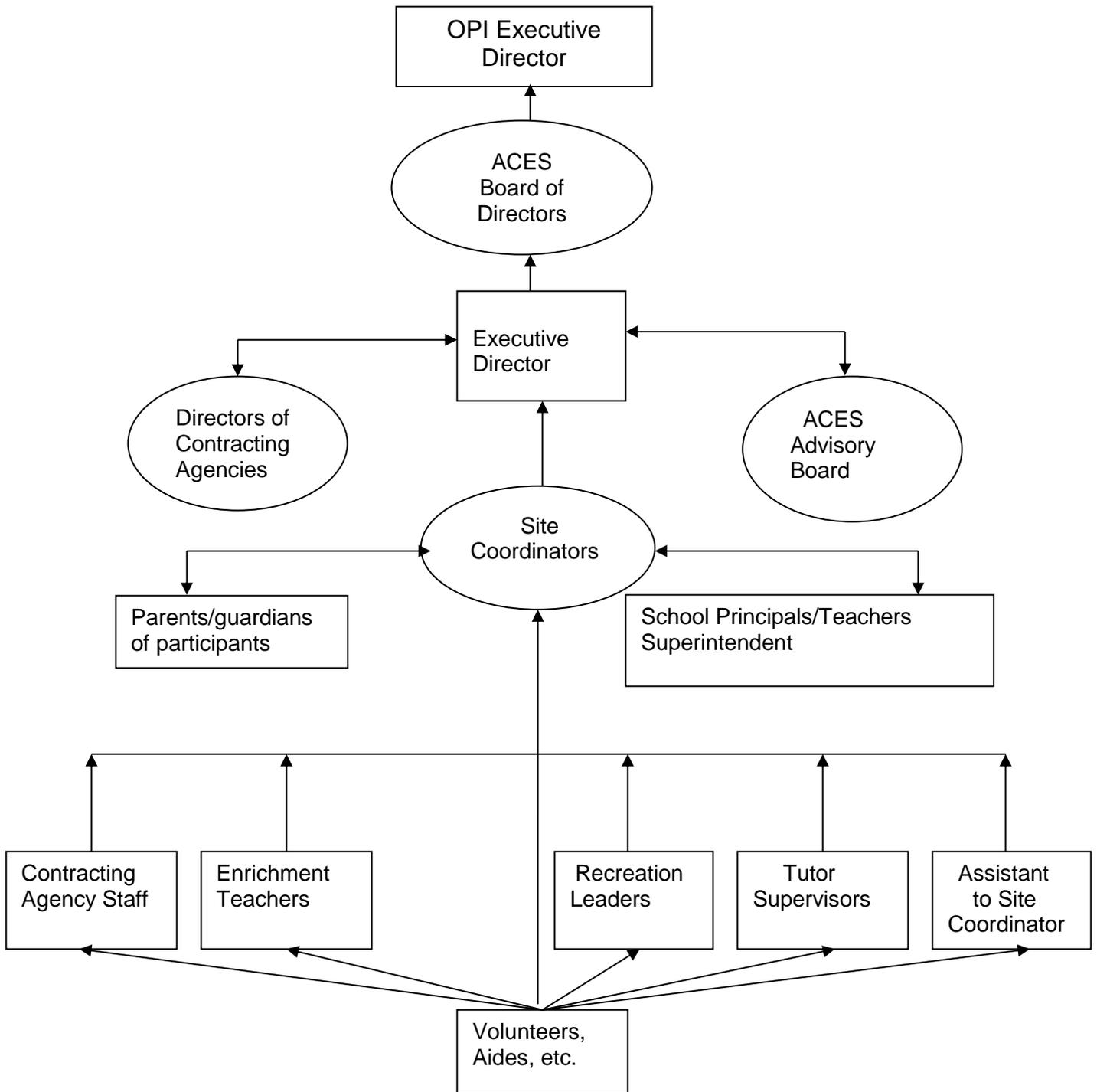
Step 3 - The Site Coordinator will discuss the issue with the Program Supervisor who will make the final decision to either terminate the Staff Member or to secure another plan of action.

***Breach of confidentiality or policy, inability or unwillingness to work with other Staff Members, or disrespect to other Staff Members, enrichment teachers, day school staff or students may result in by-passing Step 1 and proceeding to either Step 2 or 3, whereas, immediate action will be taken.***

### ACES Organizational Chart

Following is the ACES Organizational Chart. All staff reports to the Site Coordinator. “Skipping Steps” may result in disciplinary action.

### ACES Organizational Chart



### ***Disciplinary Policy and Standards of Employee Conduct***

The Program expects all its employees to conduct themselves in a manner which is in the best interests of the organization and its employees. Employees should know that any conduct which violates a Program policy or which is not in the best interest of the Program, will subject an employee to discipline, up to and including separation.

The following is a list of some of the more common examples of policy violations and misconduct:

- Disclosure of confidential Program, Program member or employee information to unauthorized parties
- Behavior resulting in Program member, vendor or employee complaints
- Supplying false or misleading information or falsifying any Program record
- Possession of weapons on or off premises while performing duties for the Program, unless otherwise permitted by applicable law
- Immoral or indecent conduct; soliciting persons for immoral purposes
- Insubordination, including but not limited to, refusing to obey an order or directive of a supervisor.
- Disruptive conduct, including but not limited to: gambling; fighting; horseplay; coercion; intimidation or threats against Program employees; vulgarity; or, abusive treatment of the public, fellow employees, or Program members
- Theft or unauthorized possession or removal of property or money belonging to the Program , employees, members or third parties
- Making or publishing false, vicious or malicious statements concerning an employee, member, supervisor, other Program official, or Program services
- Excessive tardiness or absenteeism
- Destruction or misuse of property
- Leaving the work place during paid work hours without authorization
- Failure to report immediately any accidents, injuries or potential workplace hazards to a supervisor
- Possession or use of alcohol or any controlled substance
- Eating or using cell phones (except in the event of an emergency) while driving any Program vehicle
- Removing or borrowing Program equipment, materials, or use of facilities without prior authorization
- The use of abusive, profane or threatening language
- Failure to observe working schedules, including rest and lunch periods
- Sleeping or malingering on the job
- Wearing unprofessional or inappropriate styles of dress while working
- Verbal, sexual or physical harassment
- Any other situation that, in the opinion of management, is detrimental to the operation of the Program or is inconsistent with Program -stated values is also considered a policy violation.

### **Registered Sex Offenders**

California's Megan's Law was enacted in 1996, and allows local law enforcement agencies to notify the public about sex offender registrants found to be posing a risk to the public. Known Registered Sex Offenders will not be hired or allowed to volunteer at the Program. If convicted or found on the Registered Sex Offenders Public List while employed or volunteering they will be immediately dismissed.

If a sex offender who is not currently registered is discovered on Program premises the Site Director should be advised immediately and the Police notified. A parent who is a Registered Sex Offender is not allowed enter the Program. He/she must stay at the front desk or school site office and a Program staff member will retrieve his/her child for pick up.

### **Health and Safety**

Every employee is responsible for his/her safety as well as that of others in the workplace. To achieve the Program's goal of maintaining a safe workplace, all employees must be safety conscious at all times.

### **Smoking**

Smoking is not allowed in any Program facility or around any Program members or staff. There are no exceptions to this Program Policy.

### **Confidentiality**

During their employment, Program employees have access to confidential information related to the Program and, particularly, its members. Except with the express permission of the Executive Director, employees may not at any time during or after their employment use, duplicate, or disclose by any means any such information to any unauthorized person or Program entity. Moreover, the very fact that an individual is served by the Program must be kept private and confidential; disclosure can be made only under specific conditions described below for reasons relating to law enforcement and fulfilling the Program's mission. As such, employees shall not disclose any information about a person, including the fact that he is or is not served by the Program, to anyone outside of the Program unless authorized by the Executive Director or other authorized personnel. The principle of confidentiality must be maintained in all programs, departments, functions and activities.

- No information requested by someone outside the Program may be given over the telephone.
- No information about individuals or records may be released to state, federal or other agencies that enable the identification of any person by name, address, Social Security number or other coding procedures. If records are inspected by an outside agency, the individual(s) who inspects the records must be specifically authorized to do so by the Executive Director. The taking of notes or removal of records is specifically prohibited in such cases. Staff may not discuss any individual's record with unauthorized individuals, whether on or off duty. Disclosing confidential information to persons not entitled to such information and/or assisting others in gaining unauthorized access to Program records or information regarding the Program or its members are clear violations of this Policy. The communication of false or derogatory information about the Program, its members or its employees is also a violation of this Policy.

### ***No Solicitation***

The Program does not permit solicitation of any kind, including the collection of funds, pledges, circulation of petitions, distribution of non-Program literature and other similar types of activity during working time by either employees or outsiders. Fundraising by members is acceptable.

### ***Search, Theft, and Audit***

In order to ensure its ability to conduct business efficiently and effectively and to protect itself against the unauthorized use and removal of Program property, the Program will from time to time conduct internal investigations including inspections, searches and audits on Program premises. The Program may conduct a routine inspection, search or audit for Program property or Program-related information at any time. The Program may inspect the following items, including but not limited to: personal property brought onto or taken from the premises; any work, rest or storage areas; all Program vehicles, desks, cabinets, lockers, computers, satchels, etc., that are within the employee's possession or

control. A routine search or inspection may result in the discovery of personal possessions or those of others. Employees are discouraged from bringing into the workplace items of personal property that they do not want revealed to Program management. Generally, the Program will attempt to obtain employee consent before conducting a search or inspection, but may not always be able to do so. If an employee becomes aware of any theft, misuse or unauthorized removal of Program property, he/she is directed to notify the Site Director immediately.

### ***Off-Duty Conduct***

While the Program does not seek to interfere with the off-duty and personal conduct of its employees, certain type of off-duty conduct may interfere with the Program's legitimate business interests and organizational goals. For this reason, employees should be aware of the following policies:

- Employees are expected to conduct their personal affairs in a manner that does not adversely affect the Program or their integrity, reputation, or credibility. Illegal or immoral off duty conduct that adversely affects the Program's legitimate business interests or the employee's ability to perform his or her job will not be tolerated.

Employees who wish to engage in outside employment that may create a real or apparent conflict or interest must submit a written request to the Program Director explaining the details of the outside employment. If the outside employment is authorized, the Program assumes no responsibility for the outside employment. The Program shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of outside employment. Authorization to engage in outside employment can be revoked at any time.

### ***Interaction with Members***

The best way to avoid allegations is to follow Program policies. Innocent actions or behaviors can be misconstrued by others and can lead to false accusations. It is also important to note that Program cannot indemnify a staff for his/her own acts. Once a person is accused and under investigation by law enforcement, they will receive no protection from Program. For this reason, Program has set forth the following policies for the protections of staff working with Program members. Any staff member who violates the following policies will face disciplinary action, up to and including termination.

**Never take a member out of the Club without permission.** Taking a child out of a Program facility except in connection with an official function or program is prohibited and a serious violation of Program policy. Any staff person taking a child out of a Program facility without authorization and/or consent of parent or guardian will be subject to immediate termination.

**Never be alone in a closed area with a member.** In the case that a member is left at the Program after operating hours, a minimum of two staff members should wait for the child to be picked up. As far as possible, staff need to stay within sight of others when working one-on-one with youth (tutoring, counseling, disciplining, etc.)

**Inclusion of family/friends members.** Family members, friends, partners and boyfriends/girlfriends are not allowed to "hang out" during program hours. This includes but not limited to meal times, free time, field trips and program activities. If one of the above persons wishes to volunteer at the program during program hours and it will not interfere with your job, the member must fill out a volunteer form and pass a background check. ACES cannot take responsibility for non-registered children, family members or friends.

### ***Conflicts of Interest***

Employees must avoid any activity, investment or interest that might reflect unfavorably upon the integrity or good name of the Program or in any way damage the business of the Program. Any employee who wishes to engage in outside professional, business or volunteer activities must be

certain that the proposed activity does not:

- interfere with the employee's effective performance of his duties;
- make use of any of the Program's proprietary or confidential information; or,
- require use of Program time, resources, facilities or equipment.

Whenever there is a possible conflict of interest, it should be discussed with the employee's supervisor.

### ***Vehicle Use***

Program vehicles are used for transporting members, employees, board members, supplies, etc.

They are for Program related activities only, not for personal use. Because of safety issues and insurance liabilities, **staff are not to drive any Program members** (or staff under age 18) **in personal vehicles**.

Only drivers approved by the Program's insurance carrier may drive a Program vehicle. **When members are being transported in a Program van there must be a minimum of 3 people - either 2 staff or 2 members - in the vehicle.** While driving the vehicles eating is not permitted and cell phone use is only permitted for an emergency while pulled over to the side of the road.

It is permissible that family members, defined as children, siblings, cousins, nieces and nephews, may be transported in personal vehicles of the staff member to whom they are related if those children are registered with the program.

The Program Director is responsible for the keys to the vehicles kept at his/her site.

### ***Volunteer Driving***

Volunteers are NEVER allowed to provide transportation to club members in their own vehicles or in club vehicles unless they have submitted the proper paperwork and have been approved through the Program administrative office.

Volunteers who wish to transport youth in their own personal vehicle first need to complete a letter of understanding. This letter states that the volunteer understands that:

- non-club related activities or activities scheduled outside of normal club hours are not covered by Program's liability insurance;
- Program's auto insurance does not cover the volunteer or program members while traveling in their personal vehicle;
- the volunteer's auto insurance is primary if they choose to transport youth in a personal vehicle for any reason, whether it be a Program sponsored events or non Program sponsored events.

Volunteers must submit proof of car insurance and a valid driver's license.

Youth transported by a volunteer must have their parent or guardian sign a permission slip before riding in the car of a volunteer. The permission slip specifies:

- that the parent understands the volunteer is not a paid staff member of Program and will be driving the youth in their own personal vehicle which is not covered by Program's auto insurance; and
- Emergency Contact Information and a Medical Release form are completed.

### ***School-Site Programs***

In addition to Program's dress code, all Program employees located on School Sites are required to respect any dress codes that are required by the school.

**RECEIPT AND ACCEPTANCE OF EMPLOYEE HANDBOOK**

I have this day received a copy this Employee Handbook, and I understand that I am responsible for reading the policies and procedures described within it. I understand that the policies, procedures and benefits contained in this Handbook may be modified by the Program at any time. I understand that I am expected to follow the policies and procedures outlined in this Handbook. I also understand that any violation of a Program policy, practice or procedure will subject me to disciplinary action up to and including separation. I understand that my employment with the Program is at-will, which means that the Program may discharge me at any time, for any reason whatsoever, with or without cause and with or without notice. I understand that the Program will not modify its policy of employment-at-will in any case. I understand that nothing within this Handbook or within the Program's policies, practices, or procedures is intended to create a contract for employment, expressed or implied, or a guarantee of continued employment for a specific duration. If I have questions regarding the content or interpretation of this Handbook, I will bring them to the immediate attention of Executive Director.

NAME \_\_\_\_\_

DATE \_\_\_\_\_

EMPLOYEE  
SIGNATURE \_\_\_\_\_