

***This is a legal document. Do not sign it unless you have read and understand the entire Agreement, and agree that its contents are true.***

## **SIERRA SERVICE PROJECT**

### **AT-WILL EMPLOYMENT AGREEMENT**

Employment as a Sierra Service Project summer staff member is for a specified period of time, typically SSP's entire 9-1/2 week summer season. However, this employment is considered "at will" within this time period, in that you may terminate your employment with SSP at any time, and, SSP may terminate your employment at any time, without having to prove cause or justification.

Employees working in Weekend of Service or alternative break programs will work for specific periods of time as specified in their hiring letter.

By accepting employment with SSP, you agree to at-will employment status, as described above, and that this Agreement constitutes the sole and entire agreement between you and SSP regarding the term of employment and the termination thereof, and that this Agreement cannot be changed in any way, whatsoever, except in a writing which has been approved and documented by the SSP Board of Directors.

By signing this agreement, you are also certifying that:

1. You have been given an opportunity to ask questions regarding SSP rules and your status as an at-will employee;
2. No representative of SSP has made any promises or other statements to you which imply that you will be employed under any special terms or conditions other than "at-will";
3. You understand that your length of employment is not guaranteed; and
4. You recognize that you will be free to voluntarily terminate your employment at any time with or without cause, and acknowledge that SSP will be free to terminate your employment at any time, with or without cause. However, you are expected to provide SSP with as much notice as possible in order to minimize the disruption on SSP's ministry activities.

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Employee Signature

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Date

## EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Sierra Service Project (SSP), and I understand that I should consult the Executive Director regarding any questions not answered in the handbook. I have entered into my employment relationship with SSP voluntarily and acknowledge that there is no specified length of employment. Accordingly, either SSP or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to SSP's policy of employment-at-will, which may only be changed in a written agreement signed by the company's Executive Director and approved by the Board of Directors. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the chief executive officer of SSP has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed):

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EMPLOYEE'S SIGNATURE:

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DATE:

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