



AGREEMENT OF STANDARDS

RECEIPT OF HANDBOOK/MANUAL ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Over the Rainbow Butterfly Garden (OTRBG) Employee Handbook dated: _____. I understand that this employee handbook is interchangeably called the Agreement of Standards and replaces any and all prior verbal and written communications regarding OTRBG working conditions, policies, procedures, appeal processes and benefits. I agree to adhere to the standards set forth in the employee handbook and to protect the privacy of the Department of Developmental Disabilities member that I will be providing services to as a Direct Service Provider (DSP). I understand that if I do not adhere to the standards set forth in the Employee Handbook that I may be subject to disciplinary action that could possibly include termination of employment.

I have read the following policies and codes of conduct in the Employee Handbook and agree to follow all of the standards included in these pages as a condition of my employment. These sections were included:

Initial		Initial	
	1 About OTRBG		7 What We Expect of You
	2 Quality & Service		8 Safety
	3 Employment & Orientation		9 Security (Risk Management)
	4 Compensation		10 Other
	5 Employee Benefits		11 Receipt of Handbook/Manual
	6 Communication		12 Addenda

I understand that if I have questions or concerns at any time about the handbook or the Standards of Conduct, I will consult my immediate supervisor, my supervisor's manager or the President for further clarification. I also acknowledge that the handbook contains an employment-at-will provision. Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Name: _____ Date: _____

Signature: _____ Telephone: _____

Address: _____

City, State, Zip Code: _____

OTRBG Representative: _____ Date: _____