

Guiding Principles and Preliminary Matters

An interesting and challenging experience awaits you as an employee of Dovercourt Recreation Association (DRA). To answer some of the questions you may have concerning DRA and its policies, we have written the Employment Policy and Procedure Manual. Please read it thoroughly and please ask any and as many questions as you need. Questions can asked of your supervisor, manager, or any of the Management Team at DRA.

When you have read the Manual and have no further questions about its contents, we ask you to signify by signing off below for inclusion in your employee file.

In addition to this manual, your department may have department and role specific handbooks, training and other documentation. In case of conflict or uncertainty, the Employment Policy and Procedure Manual will be considered authoritative.

The contents of the Employment Policy and Procedure Manual are subject to change at the sole discretion of DRA. From time to time, you may receive updated information concerning changes in policy. If you have any questions regarding any policies please ask your supervisor, or one of the Management Team at DRA.

We wish you the best of luck and great success in your position, and hope that your employment with DRA is a rewarding experience.

I, _____ have read and understood Dovercourt’s Employment Policy and Procedure Manual and agree to abide by them during my employment with DRA.

Signature of employee

Date

Signature of supervisor

Date

“Building a healthy, active and engaged community through recreation”