

EMPLOYEE HANDBOOK

This handbook is designed to acquaint you with Dunwoody College of Technology (“Dunwoody” or the “College”) and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Dunwoody to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

This employee handbook is not a contract, and does not alter the “at-will” character of any employee’s employment relationship with Dunwoody. As Dunwoody continues to grow, the need may arise and Dunwoody reserves the right, at its sole discretion, to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, without prior notice to employees. Employees will be notified of such changes to the handbook as they occur.