

Acknowledgement

I have read the policies outlined in this handbook. I understand that the policies do not create an employment contract. I am bound to abide by the policies set herein.

I further understand **(name of local unit)** may modify, revise and update this manual at any time. I am also aware that this updating may include additions or deletions.

I also certify that I have had ample time to discuss this handbook and its contents with **(name of local unit)'s (clerk, administrator, manager, mayor)** and I fully understand the contents.

With this knowledge I accept the policies outlined herein as a condition of employment.

Signature

Date

Please Print Name

(name of local unit) reserves the right to make changes to this handbook for the purpose of modifying, advising and updating company policy and this manual. Notice of changes will be posted and become a part of this manual. Violation of any **(name of local unit)** policy may result in immediate termination.