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THIS HANDBOOK IS INTENDED ONLY TO OUTLINE THE EMPLOYMENT POLICIES, PROCEDURES AND BENEFITS OF *[insert name of local unit]*. THIS MANUAL IS NOT INTENDED TO BE ALL-INCLUSIVE AND SHOULD NOT BE CONSIDERED BE AN EMPLOYMENT CONTRACT.

THIS HANDBOOK DOES NOT CONTAIN ANY PROMISES OF ANY KIND AND *[insert name of local unit]* RESERVES THE RIGHT TO CHANGE EMPLOYMENT POLICIES, PROCEDURES OR THIS MANUAL AT ANY TIME WITHOUT NOTICE. IT IS THE RESPONSIBILITY OF THE EMPLOYEE TO STAY ABREAST OF POLICY. *[insert name of local unit]* WILL MAKE EVERY EFFORT TO NOTIFY EMPLOYEES OF ANY POLICY CHANGES, ADDITIONS, OR DELETIONS.