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Acknowledgment of Receipt of Town Policies and Manuals

This is to acknowledge that I have received copies of the following policies and manuals of the Town of North Elba:

Personnel Policy and Procedure Manual
Alcohol and Drug Policy
Health and Safety Manual
Workplace Violence Manual
Sexual Harassment Policy
Employee Assistance Services Pamphlet
Sun Safety Notice

I understand that all policies and manuals listed above contain important information on policies, procedures, rules, regulations, and benefits, and that it is my responsibility to read, understand, and adhere to all policies, procedures, rules, and regulations therein.

The most recent version of the above documents may be viewed at:
<http://www.northelba.org/?page=directory/employee-resources>

I acknowledge the purpose of these manuals and policies is general communication and is superseded by any specific rules, policies, employment contracts or terms and conditions of employment that may be in conflict with these manuals and policies.

I further understand the manuals and policies listed herein represent guidelines only and that the Town of North Elba reserves the right to modify, revoke, suspend, terminate, or change any and all such on policies, procedures, rules, regulations, and benefits, in whole or in part, at any time, with or without notice.

Employee's Signature

Date

Employee's Printed Name

