

## **Receipt for Employee Handbook**

I acknowledge that I have received a copy of the Township's Employee Handbook. I agree to read it thoroughly. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor, department head or the Administrator.

I understand that Township is an "at will" employer and consistent with applicable Federal and State law, as well as applicable negotiation unit agreements, employment with the Township is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Township has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

I understand that this Handbook states Township's personnel policies in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise, or contract, for continued employment, future benefits or a contract with the Township for any other purpose. I also understand that these policies are continually evaluated and may be amended, modified or terminated at any time.

***I am also aware that this Handbook and important notices and forms are posted on the Township's website. I understand it is my obligation to familiarize myself with the website and to be aware of the posted materials.***

This receipt is to be signed and returned to the Administrator.

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Signature

Date

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Print Name:

Department: \_\_\_\_\_