

e. Employee Acknowledgement Form

Employee Acknowledgment Form

(to be placed in employee's personnel file and a copy given to employee)

The Hopkins District Library Personnel Policy and Procedure Manual describes important information about this organization, and I understand that I should consult the Library Director regarding any questions not answered in this handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Hopkins District Library Board of Trustees has the ability to adopt any revisions to the policies in this handbook.

I have entered into my employment relationship with this organization voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the organization can terminate the relationship at will, with or without cause, at any time.

Furthermore, I acknowledge that this handbook is neither a contract of employment, nor is it a legal document. I have received the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME (TYPED OR PRINTED)