

**RECEIPT AND ACKNOWLEDGMENT
OF PERSONNEL POLICIES AND PROCEDURES MANUAL**

This Personnel Policies and Procedures Manual is an important document intended to help you become acquainted with the Town of Moultonborough. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the Manual.

- I have received a copy or been directed to where it is located on the Town website and understand that it is my obligation to read the Personnel Policies and Procedures Manual. I understand that the policies described in the Manual are subject to change at the Town's sole discretion at any time. I understand that this Manual supersedes and replaces all other previous manuals and personnel policies for the Town of Moultonborough as of **November 7, 2019**.
- I acknowledge that I have the right to terminate my employment with the Town of Moultonborough at any time without notice. In turn, I acknowledge that the Town of Moultonborough has the right to terminate my employment in its sole discretion, subject to any statutory or federal or state constitutional requirements.
- I am aware that the descriptions of benefits in this Manual are not contractual in nature and do not guarantee any continuance of said benefits.
- I am aware that during the course of my employment, confidential information may be made available to me. I understand that this confidential information must not be given out or used outside of the Town of Moultonborough premises or with non-Town of Moultonborough employees, except as required by law.
- I understand that my signature below indicates that I have read and understand the above statements and have reviewed a copy of the Personnel Policies and Procedures Manual and/or may access it on the Town website.

Employee's Name (**please print**)

Date: _____

Employee's Signature