

## Receipt of Employment Policies Manual

The Town of Hanover Employment Policies (sometimes referred to as the “Employment Policies Manual” or “Manual”) is a compilation of employment policies and procedures currently in effect at Town of Hanover, an equal opportunity employer.

This Manual is designed to familiarize you with policies that pertain to you as an employee, provide general guidance on the Town’s employment practices, and help answer questions that may arise in connection with your employment.

The Town of Hanover Employment Policies do not constitute a guarantee of employment or an employment contract, express or implied. This Manual is intended solely to describe present policies and working conditions at the Town of Hanover. The Town reserves the right to change, withdraw, add to, or amend this Manual, at any time.

**By signing below, you acknowledge that you have received a copy of the Town of Hanover Employment Policies and understand that it is your responsibility to read and abide by the policies contained therein, and any revisions. You further acknowledge that the Town of Hanover Employment Policies do not constitute a guarantee of employment or an employment contract. \***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print your full name

\* Employees in union positions: You are advised to consult your collective bargaining agreement (CBA) for further guidance. This Manual will apply to matters not specifically addressed by your CBA. If there is a conflict between the Manual and the CBA regarding a particular matter, then that matter is governed by the CBA.