

**Receipt for 2024-2025 Employee Handbook,
Personnel Policies and Procedures Manual**

I acknowledge that I have received a copy of the Borough of Emerson’s Employee Handbook, Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my Supervisor or the Borough Administrator. I understand that Borough of Emerson is an "at will" employer and consistent with applicable Federal and State law, as well as applicable bargaining unit agreements, employment with the Borough of Emerson 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 Borough of Emerson 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. In addition, I understand that this manual state the Borough of Emerson’s personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with Borough of Emerson for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Borough Administrator.

Date: _____

Signature: _____

Print Name: _____

Department: _____