



---

---

## EMPLOYEE HANDBOOK RECEIPT ACKNOWLEDGEMENT

---

---

I acknowledge receipt of the Village of Brockport Employee Handbook which describes Village policies, an overview of current employee benefits and my obligations.

I understand that the policies contained in this handbook are not intended to create a contract of employment nor is any other communication by a management representative, either express or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Village Board.

I understand that this handbook is not a guarantee of employment for any set period and that either the Village or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in this handbook may be added to, revised or deleted at any time.

I further understand that the benefit information found in this Handbook is intended to provide an overview of the benefit plans. The actual benefits may be controlled by the terms of the applicable plan documents and insurance policies. Questions regarding the interpretation of those plans will be answered in accordance with the actual plan documents and insurance policies, rather than the summaries contained in this Handbook. Employees may obtain copies of these documents from the Village Clerk.

I have read, understand and agree to comply with the contents of this Handbook. It is understood that the Village retains the right to make decisions involving employment as needed in order to conduct its work in a manner that is beneficial to the employees and the Village.

If I have any questions about the information contained in this Handbook, I will discuss them with my Department Head and/or the Village Clerk.

**If there is a conflict between the collective bargaining agreement and this handbook, the provisions of the collective bargaining agreement are controlling for unionized employees.**

\_\_\_\_\_  
Employee's Name (Printed)

Dated: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature



---

---

## **EMPLOYEE HANDBOOK RECEIPT POLICY UPDATES**

---

---

I acknowledge receipt of the following added Employee Handbook policies:

- 2.08 Reproductive Health Decisions
- 2.09 Religious Accommodation
- 4.29 Domestic Violence Victim Leave
- 5.10 Emergency Evacuations

I acknowledge receipt of the following revised Employee Handbook policies:

- |  |  |
|--|--|
| • 2.01 Equal Employment Opportunity      | • 4.18 Jury Duty & Court Attendance        |
| • 2.02 Non-Harassment/Non-Discrimination | • 4.19 Bereavement                         |
| • 2.07 Pregnancy Accommodations          | • 4.20 Military Leave                      |
| • 3.01 Recruitment & Placement           | • 4.21 Voting Leave                        |
| • 3.02 Employment Classifications        | • 4.24 Family & Medical Leave Act          |
| • 3.05 Working Hours                     | • 4.26 Domestic Partner Benefits           |
| • 3.06 Pay Practices                     | • 4.28 Crime Victim Leave                  |
| • 3.07 Overtime                          | • 5.02 Alcohol & Drug-Free Workplace       |
| • 3.08 Attendance                        | • 5.08 Accident Reporting & Investigations |
| • 3.10 Solicitation & Distribution       | • 6.07 Employment of Relatives, et al      |
| • 4.01 Holidays                          | • 6.12 Social Media                        |
| • 4.16 Short Term Disability Insurance   | • 6.14 Operation of Vehicles, et al        |

I understand that these policies, as well as the policies contained in the Village's Employee Handbook, are not intended to create a contract of employment nor is any other communication by a management representative, either expressed or implied, intended to be a contract, unless explicitly stated otherwise in a written agreement signed by the Village.

I understand that neither these policies nor the employee handbook are a guarantee of employment for any set period and that either the Village or I may terminate my employment at any time, with or without cause. Furthermore, I understand that the policies and benefits described in the employee handbook may be added to, revised or deleted at any time.

**I have read and understand these policies. If there is a conflict between the collective bargaining agreement and this handbook, the provisions of the collective bargaining agreement are controlling for unionized employees.**

\_\_\_\_\_  
Employee's Name (Printed)

Date: \_\_\_\_\_

\_\_\_\_\_  
Employee's Signature