

**URRLS PERSONNEL MANUAL
ACKNOWLEDGEMENT OF RECEIPT FORM**

Please initial and sign the following in acknowledgment:

_____ I acknowledge that I have received a copy of the Uncle Remus Regional Library System Personnel Manual. I understand that it is my responsibility to read and comply with policies contained in the Manual as well as any revisions made to it. I also understand that if I need additional information, or if there is anything that I do not understand in the Manual, I should contact my immediate supervisor or the Administrative Services Librarian.

_____ I understand that this is an "At Will" employment agreement, which means employees enter into employment voluntarily and are free to resign at any time for any reason or no reason. Similarly, URRLS is free to terminate its relationship with any employee at any time for any reason or no reason. Nothing in URRLS' policies, actions, or this document shall be construed to create a contract of employment nor alter the "At Will" nature of the employee's status with URRLS.

_____ I understand that this Manual reflects policies, practices, and procedures in effect on the date of publication and that it supersedes any prior policy manual, handbook, work rules, benefits and practices of URRLS. I further understand that the rules, policies, benefits and practices referred to in the Manual are continually evaluated and may be modified, reduced or discontinued at any time by the Board of Trustees, in its judgment and discretion, with or without notice. I acknowledge that the Manual is available online and will be updated throughout the year and that it is my responsibility to be aware of and to adhere to the changes in policy as they occur.

Employee Signature _____ Date _____