



PERSONNEL POLICY ACKNOWLEDGEMENT

I, _____, HEREBY ACKNOWLEDGE THAT I
HAVE RECEIVED A COPY OF THE TOWN OF TWO HILL'S PERSONNEL POLICY
(MARCH 2012 REVISION) EXCLUDING APPENDIX 3, ON _____, _____,
2017.

I ALSO ACKNOWLEDGE THAT IT IS MY RESPONSIBILITY TO REVIEW THE
PERSONNEL POLICY SO THAT I AM FULLY AWARE OF MY RESPONSIBILITIES,
THE CONDITIONS OF MY EMPLOYMENT WITH THE TOWN OF TWO HILLS, THE
CODE OF CONDUCT, AND MY RIGHTS AS AN EMPLOYEE OF THE TOWN OF TWO
HILLS.

EMPLOYEE SIGNATURE

DATE