

TOWN OF NATICK

Massachusetts 01760

www.natickma.gov

Richard D. Tranfaglia
Director of Human Resources

Employee Receipt Form

I, (print your name) _____ by my signature below acknowledge that I have received the Town of Natick's Code of Conduct, Conflict of Interest, Customer Service, Domestic Violence Leave, FMLA (Family Medical Leave Act), Sexual Harassment, Telecommunications Access & Use, Whistleblower, and Workplace Violence policies.

Please be aware that the Town reserves the right to change, add to, or delete any part of these policies, at any time it deems appropriate. The Town also reserves the right to wave or vary terms of these policies as it deems appropriate in order to achieve its desired goals, including compliance with pertinent laws.

If changes are made to an actual policy, the Town will notify employees as soon as possible, however, the change will be effective when made. The most current version of the policies will be available at all times on the Town's Human Resources website at <http://natickma.gov/250/Human-Resources>

These policies do not create a contract with employees, and should not be construed to create a contract with employees. With your signature below, you acknowledge that you are in receipt of the Town of Natick's policies.

(Signature)

(Date)

Director of Human Resources...Town of Natick...13 East Central Street...Natick...MA...01760...508-647-6471...Fax 508-647-6401