



Town of Hubbardston

7 MAIN STREET
HUBBARDSTON, MASSACHUSETTS 01452
(978) 928-1400 FAX (978) 928-3392

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING

I am in receipt of Hubbardston's Personnel Policies and Procedures Manual. I received the binder on _____. (date). The enclosed policies were explained to me and I had an opportunity to review and read the policies.

I understand it is my responsibility to be familiar with and adhere to the provisions of these policies.

EMPLOYEE PRINTED NAME

EMPLOYEE SIGNATURE

DATE

Note: A copy of this acknowledgement form will be placed in the employee's personnel file.