

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING
Human Resources Policy

I am in receipt of the Town of Norfolk's Human Resources Policy. I received this policy, had an opportunity to review it, and have had the opportunity to ask any relevant questions pertaining to its contents.

I, the undersigned, 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.