

Acknowledgement and Receipt of Recreation Department Part-Time Staff/Volunteer Handbook

I have received a copy of the Part-Time Staff/Volunteer Handbook from the Recreation Department for the Town of Westport, MA. I understand that it is my obligation to read, become familiar with and know the contents. If I have questions, I understand that I should talk to the Recreation Director.

Furthermore, by signing this form I attest to the following:

- **I understand and agree to all of the policies explained in this handbook.**
- **I understand that the policies and benefits discussed and described in this handbook may be changed from time to time, with or without advance notice, and that every attempt will be made by the Recreation Department to notify me of any changes.**
- **This handbook represents a summary of important guidelines at the time of publication and is not intended to be all-inclusive.**
- **I understand that a copy of this page will be placed in my personnel file.**
- **I must disclose any guardianship preventing me from signing a legally binding contract for myself.**

Employee Name (Please Print)

Employee Signature

Date

***After signing and dating this form, please detach it from the Handbook and return it to the Recreation Director. Keep the Handbook for your future reference. Thank you.**