



BOROUGH of
**PEAPACK &
GLADSTONE**

www.peapackgladstone.org

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Office of the Borough Clerk/Administrator

Receipt for Personnel Policies and Regulations

I acknowledge that I have received a copy of the Borough's Personnel Policies and Regulations. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor, Department Head, or the Borough Administrator. I understand that the Borough is an "at will" employer and consistent with applicable Federal and State law as well as applicable bargaining unit agreements, employment with the Borough is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the Borough has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this manual states the Borough's personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the Borough for benefits or for any other purpose. I also understand that these policies are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Borough Administrator.

Date: _____

Signature: _____

Print Name: _____

Department: _____