

TOWN OF ROLESVILLE  
**ACKNOWLEDGEMENT**

**Personnel Policy.** I acknowledge that I have received and read a copy of the Town of Rolesville Personnel Policy. I understand that the Personnel Policy does not constitute a contract of employment, but instead reflects guidelines and procedures that assist the Town in implementation of fair and consistent relations with its employees. I also understand that the Town can change, alter, or abolish any of the policies described in this document at any time, with or without advance notice to me.

I understand that my employment relationship with the Town is terminable at will, at any time, with or without cause and with or without advance notice. No employee, officer, agent, or representative of the Town has any authority to enter into any agreement or representation, verbally or in writing, which alters, amends, or contradicts this at-will employment relationship or other provisions in these policies. Any exception to the policy of "at-will" employment must be expressly authorized in writing, approved by the Town Board, and executed by the officers designated by the Town Board.

**Overtime.** I acknowledge that any hours worked in excess of the FLSA limits for my position may be compensated in either compensatory leave or pay at the appropriate overtime rate. I understand that the Town reserves the right to change the method of compensation at any time, based upon the Town's needs and resources.

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Print Name

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Employee Signature

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Date