POLICIES AND PROCEDURES RECEIPT

THIS PAGE TO BE SIGNED AND RETURNED TO HUMAN RESOURCES AND KEPT ON FILE INDEFINITELY

I have received copies of the Town of Wellesley's Municipal Policies and Procedures Booklet, which includes the Massachusetts Wage & Hour notice, Family Medical Leave Act Rights and Responsibilities, Unlawful Harassment Policy, Notice of Privacy Practices, Domestic Violence Leave Act notice, IT Policies (Information Technology Resource Policy, BYOD Policy and Security Policy), Employee Assistance Program, Massachusetts Conflict of Interest Law Summary, Personnel Policies #1 - #16, Smoking Policy and Small Necessities Leave Act.

I understand that the Human Resources Department is available to answer any questions that may arise in the future regarding these and other policies. I understand that these policies are subject to change.

Printed Name Date

Signature Date