



## Employee Sign-off Sheet

*Source: York County Literacy Council*

I understand that this manual is intended to provide information about the main features of employment, and does not, and is not intended to, cover these matters in detail or serve as a contract between myself and the York County Literacy Council.

I also understand that all statements in this manual are subject to change without notice and should there be any difference between this manual and the way in which a policy is being interpreted, the final interpretation will be made by the Personnel Committee.

I, \_\_\_\_\_, have read, understand and have in my possession the Council's policies and procedures. I agree to abide by policies in this manual and if, at any time, there is something that I do not understand, I agree to ask my supervisor and/or the President.

Signature \_\_\_\_\_

Date \_\_\_\_\_