

**PIONEERLAND LIBRARY SYSTEM  
EMPLOYEE ACKNOWLEDGEMENT FORM**

I hereby acknowledge that I have received and read the Personnel Policy Manual and that I understand, and agree to conform to, the provisions of it. The manual is not intended to constitute a contract.

I further agree that if at any time in the future any questions arise regarding the Personnel Policy Manual, or any of its provisions, I will contact a supervisor for clarification.

I understand that the Manual, or any portion of it, will be reviewed from time to time by the Board of Trustees or other administrative action, and policies set forth or benefits offered may be revised. When changes are made, employees will be informed by the most efficient method.

Completion of the Employee Acknowledgment form is a condition of employment.

*I hereby acknowledge that I have received and read the Personnel Policy Manual and that I understand, and agree to conform to, the provisions of it.*

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*

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**I have read and understand Pioneerland Library System’s policy number 2301  
“Sexual Harassment.”**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**I have read and understand Pioneerland Library System’s policy number 2302  
“Prevention of Workplace Violence.”**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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**I have read and understand Pioneerland Library System’s policy number 2303  
“Harassment.”**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

Employee of Library \_\_\_\_\_