

Township of Toms River

Employee Policy Manual / CEPA Notice Acknowledgment

Effective: October 2023

- I acknowledge that I have received a copy of the Township's Employee Policy Manual via my personal email. I agree to read it thoroughly.
- I understand that I may request a copy of the Township's Employee Policy Manual at any time from the Human Resources Office.
- I understand that a copy of the Township's Employee Policy Manual is available on the Township's public drive ("P- Drive") under "Human Resources".
- I agree that if there is any policy or provision in the handbook that I do not understand, I will seek clarification from my Supervisor, Department Head, Human Resources or the Township Administrator.
- No Supervisor or other representative of the Township has the authority to enter into any employment agreement for any specified period of time, or to make any agreement contrary to the above. I understand that this Employee Handbook states the Township'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 Township for benefits or for any other purpose.
- I understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.
- I acknowledge receipt of the Notice pertaining to the Conscientious Employee Protection Act (CEPA/"Whistle Blower Act") which is contained herein.

Please sign and date this receipt and return it to the Division of Personnel where this receipt will be maintained in the employee's official personnel file.

Employee Personal Email: [REDACTED]@com

Employee Signature: [Signature]

Print Full Name Philip D. STILTON

Department: _____

Date: 1/2/2024