



TOWN OF WAPPINGER

20 MIDDLEBUSH ROAD
WAPPINGERS FALLS, NY 12590
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(845) 297-4158 – Main
(845) 297-4558 – Fax
(845) 297-2744 Supervisor

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT & RECEIPT

I acknowledge that I have received a copy of the Town of Wappinger Employee Handbook adopted December 8, 2025. I understand that it is my responsibility to read, understand, and comply with the policies, procedures, and expectations contained within the Handbook, as well as any updates that may be issued in the future.

I understand that:

- The Handbook is intended to provide general information and guidance regarding employment policies and procedures.
- Nothing in the Handbook constitutes or creates an employment contract or guarantee of continued employment.
- The Town reserves the right to modify, revise, or eliminate policies at any time, with or without notice, except as limited by law or an applicable collective bargaining agreement.
- Some employees may be subject to additional terms and conditions of employment pursuant to a collective bargaining agreement; where conflicts exist, those documents shall govern.

If I have any questions regarding the Handbook or its contents, I am responsible for seeking clarification from the Personnel Administrator or my Department Head.

By signing below, I certify that I have received the Handbook, I understand the importance of reviewing it in full, and I agree to follow the policies and procedures it contains.

EMPLOYEE'S SIGNATURE _____ DATE _____

EMPLOYEE'S NAME (print) _____