



EMPLOYMENT CONTRACT DISCLAIMER AND SIGNED ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Sycamore Park District Personnel Policy Manual and Appendices ("Manual"). I agree and represent that I have read this Manual thoroughly and in its entirety. I agree that if there is any policy or provision in the Manual that I do not understand, I will seek clarification from my supervisor or the Executive Director.

I understand that this Manual has been developed as a general reference guide for Sycamore Park District ("SPD" or "Park District") employees and that neither the Manual nor its individual terms or any written or oral statement contradicting, modifying, interpreting, explaining, or clarifying any provision of this Manual is intended to create or shall create an employment contract, either express or implied, on the part of SPD. I also understand that the policies, benefits, and rules contained in this Manual can be changed or discontinued by SPD at any time, with or without advance notice. I understand that nothing contained in this Manual may be construed as creating a promise of future benefits or a binding contract with SPD for benefits or for any other purpose.

I also understand that SPD shall make every effort to update the Manual promptly as additional policies are developed and current policies are revised or deleted. However, if for any reason, it is discovered that a current, new, or revised policy is absent from the Manual or a deleted policy has not been removed, that it shall not negate the current status, addition, revision, or deletion of the policy.

I further understand that I am an at-will employee as provided in the Manual and as such, employment with SPD is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. In addition, I understand that no representative of SPD, other than the Executive Director with the Board's express approval, has authority to enter into any employment agreement for any specific period of time or to make any binding representation or agreement, whether oral or written, contrary to the foregoing.

I understand and will comply with all policies within this Manual and any and all other SPD policies, rules and guidelines as promulgated periodically. I further understand that violating any policy within this Manual or any other SPD policy, rule or guideline may subject me to disciplinary action up to and including dismissal.

Please sign and date this acknowledgment and return it to the office of the Executive Director.

Employee Signature: _____

Print Name: _____

Date: _____