

**Personnel Rules Receipt Acknowledgment - *Personnel Rules Revision dated 7/1/2025***

The Personnel Rules describes important information about The Town of Granby, and I understand that I should consult Human Resources or the Town Manager regarding any questions not answered in this document or applicable bargaining agreement. I have entered into my employment relationship with The Town of Granby voluntarily and acknowledge that there is no specified length of employment.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with The Town of Granby by distributing these Personnel Rule, The Town of Granby expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that any and all policies and practices may be changed at any time by The Town of Granby. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

**I understand and agree that nothing in the Personnel Rules creates, or is intended to create, a promise or representation of continued employment with the Town of Granby. Furthermore, I acknowledge that this document is neither a contract of employment nor a legal document.**

I have received access to the Personnel Rules, located electronically at [www.granby-ct.gov](http://www.granby-ct.gov) on the Human Resources page, and I understand that it is my responsibility to read and comply with the policies contained in this document and any revisions made to it.

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Employee's signature

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Employee's name (print)

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Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**