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**We strive to provide solutions for your business needs  
and appreciate the opportunity of assisting your  
organization.**

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**EMPLOYEE ACKNOWLEDGMENT FORM**  
**UNION EMPLOYEES**

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I have received my copy of the Company handbook. I know that I must read the handbook so that I understand my rights and responsibilities as an employee of the Company.

I understand that the handbook is not an employment contract, but is an explanation of Company policies. The Company has not solicited my assent or agreement to the policies and procedures set forth in this handbook, and my employment is not in consideration of or in return for my being bound by this handbook. I realize that the Company may interpret, clarify, revise, and/or deviate from the procedures set forth in this handbook.

I also realize the employment relationship between the Company and me is subject to a collective bargaining agreement. Where information is covered by a labor agreement, the labor agreement supersedes this handbook. Nothing in this handbook creates additional rights beyond the labor agreement.

I understand if I have questions, I am to talk with my supervisor.

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

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

\_\_\_\_\_  
*Employee Name (Typed or Printed)*

This page is to be submitted to the Office Manager upon receipt of this employee handbook and will become a part of the employee's personal file.

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