Employee Handbook Acknowledgment and Receipt

Replace each [Placeholder]. Remove the at-will paragraph for employees in Montana or anyone covered by a contract or collective bargaining agreement, and have counsel review the wording before first use.

EMPLOYEE DETAILS

Employee full name

Employee ID

Job title

Department / site

Handbook version or effective date

How the handbook was provided

☐ Printed copy ☐ Email or PDF ☐ HR portal / intranet link

☐ Read aloud or translated session

Language of the copy provided

ACKNOWLEDGMENT

I acknowledge that I have received a copy of, or electronic access to, the [Company Name] Employee Handbook dated [Effective Date]. I understand that I am responsible for reading it, following the policies it describes, and asking [HR contact or my manager] if anything is unclear. I know I can find the current version at [location or URL].

I understand that the handbook summarizes the company's policies, benefits and work rules. It is not a contract of employment and does not create any promise of employment for a specific length of time or any guarantee of particular terms. Where a benefit plan document, a written employment agreement signed by [authorized officer title], or a collective bargaining agreement conflicts with the handbook, that document controls.

I understand that my employment is at will. Either I or the company may end the employment relationship at any time, with or without cause or notice. Only [authorized officer title] can change the at-will relationship, and only in a written agreement signed by both of us.

I understand that the company may change, add or remove policies in the handbook at any time, and that it will tell employees about material changes. Nothing in the handbook is intended to restrict my rights under Section 7 of the National Labor Relations Act, including the right to discuss wages, hours and working conditions with coworkers, or my right to report possible violations of law to any government agency.

POLICIES I CONFIRM I HAVE READ

- ☐ Equal employment opportunity and anti-harassment policy, including how to report a concern
- ☐ Code of conduct
- ☐ Attendance and timekeeping, including the rule against off-the-clock work
- ☐ Meal and rest breaks
- ☐ Acceptable use of technology and confidentiality
- ☐ Safety and incident reporting
- ☐ [Site- or role-specific policy]

QUESTIONS

Questions I would like HR to answer before I sign (optional)

SIGNATURES

Employee signature

Date

Date signed

HR representative name

HR representative signature

Date

Date received by HR

OFFICE USE

Filed in personnel file on

Acknowledgment type

☐ New hire ☐ Annual re-acknowledgment ☐ Handbook revision ☐ Policy-specific update

Employee declined to sign (witness name and date)