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**Disclaimer and Acknowledgment of Receipt  
Of Updated Personnel Policy Manual**

**Disclaimer**

The language which appears in this personnel policy does not create, nor is it intended to be construed as a contract between Community Transit and its employees.

It is impossible for this personnel policy manual to anticipate every circumstance, situation or question regarding the policies of Community Transit. As Community Transit continues to grow, the need may arise to change policies described in the personnel manual. Community Transit, therefore, reserves the right to revise, supplement, or rescind any policies or portion of the manual at anytime with or without notice.

No policy is a guarantee of continuity of benefits or rights. No permanent employment or employment for any term is intended or can be implied by or inferred from statements in this manual.

Any verbal statements or representations made by supervisors which are inconsistent with the personnel manual are not promises and are not enforceable.

You should contact the Manager of Human Resources if you have any questions regarding the contents of the personnel policy.

**Receipt**

I have read and understand the statements written above and acknowledge receipt of the updated Personnel Policy Manual. I will read these pages and retain them for future reference, as they may affect my employment by Community Transit.

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Employee #

**(Return one signed copy to Human Resources. Thank you.)**