

**INCORPORATED VILLAGE OF SALTAIRE
EMPLOYEE HANDBOOK
ACKNOWLEDGEMENT**

The Village of Saltaire Handbook and COVID-19 Employee Standard Operating Guidelines for your Department are provided to you at the following links respectively, <http://www.saltaire.org/employhbook.pdf> and <http://www.saltaire.org/covidsogs.htm> for information and immediate reference. You may request a hard copy of these documents at any time from your Department Supervisor or the Village Administration. Read them carefully and completely. Policies included in this Handbook and SOGs are subject to unilateral change by the Village from time to time. Such changes will be in writing issued by the Village.

Your employment with the Village of Saltaire is for seasonal/temporary employment only. The start, duration and amount of hours for your seasonal employment is at the discretion of the Department Supervisor based on his/her determination of the best allocation of the available staff to meet the seasonal or temporary needs of the Department; but in no case shall the start date of your employment commence before (i) all annually required applications forms have been submitted and approved by Village Administration, (ii) completion of all annually required PESH training (for which you will be paid 3 hours pay for completion regardless of whether you are offered employment) and employee training as approved by Village Administration, and (iii) you have received a confirmed date to start from your Department Supervisor. It is not expected that your seasonal employment will extend beyond September 15 of this year, and your employment could end sooner based on the Department Supervisor's discretion. Your start of employment this year does not in any way guarantee your employment throughout this season or in any future year.

The Village of Saltaire is committed to a policy of protecting and safeguarding the rights and opportunities of all people to seek, obtain and hold employment without being subjected to harassment or discrimination in the workplace. It is the Village of Saltaire's policy to provide a workplace environment free from harassment and discriminatory practices.

The Village of Saltaire has adopted and disseminated a Policy Against Discrimination and Harassment, as part of the Handbook. Please sign the below acknowledgement that you have a copy of the Policy, have reviewed it, and have been afforded an opportunity to ask a Municipality Compliance Officer any questions you may have regarding the Policy. If you have any further questions regarding this Policy, feel free to contact **the Village Administrator**.

ACKNOWLEDGEMENTS OF RECEIPT OF MUNICIPALITY'S POLICY AGAINST DISCRIMINATION AND HARASSMENT AND RECEIPT OF THE SALTAIRE EMPLOYEE HANDBOOK

I, _____, have received the Municipality's Policy Against Discrimination and Harassment. I have reviewed this Policy, and I have had the opportunity to ask questions regarding the Policy.

Date

Signature of Employee

By signing below, you acknowledge that you have successfully opened the link to the Employee Handbook herein, or had received a hard copy, and that you received, read and understood you Department's COVID Standard Operating Guidelines, and had access and opportunity to read both completely and to ask questions of your Department Supervisor or the Village Administration, and you further acknowledge that you understand the conditions of employment continued herein by signing and returning this page to your supervisor.

Date

Signature of Employee

Printed Name of Employee

You must return the above signed acknowledgements, along with all other required application documents, to the Village Office PRIOR to the start date assigned to you by the Department Supervisor.