

Appendix 1

PERSONNEL PLAN

This acknowledges that I have reviewed the Town of Rowley's Personnel Plan and its' Appendices ("Policy"). A copy of the Personnel Plan and its' Appendices is on file with each Department Head, is available for review in the Personnel Office and is also posted on the Personnel Advisory Committee page of the Town's website. By signing this form, I agree to abide by the Policy and any Guidelines promulgated thereunder, and I agree to review periodically any changes or modifications. I recognize that the law and associated Policy regarding the Personnel Plan are continually evolving. Therefore, I understand that my regular review of this Policy, as it may be amended, is required.

Print Name: _____

Signature: _____

Date: _____

To be included in employee's personnel file.