



**Borough of Rumson**

BOROUGH HALL  
80 East River Road  
Rumson, New Jersey 07760-1689

office 732.842.3300  
fax 732.219.0714

You are advised to familiarize yourself with the newly updated manual.  
Please access the document via the Borough website by using the  
following instructions:

**Visit [www.rumsonnj.gov](http://www.rumsonnj.gov)**  
**Scroll to the bottom of the HOME page to**  
**EMPLOYEE PAGE** (located under the address block)  
**Click on the EMPLOYEE PAGE and click on Employee Handbook**

Attached to this memo, you'll find a copy of the CEPA Notice from the State  
of New Jersey for your review. You will also find a Receipt and Notice of  
Disclaimer. Please sign and date this form acknowledging notification of the  
newly revised manual and return the form to your HR Manager.



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**Receipt for Personnel Policies and Procedures Manual  
AMENDMENT October 10, 2023**

I acknowledge that I have received notification of the Borough of Rumson's updated Personnel Policies and Procedures Manual. I agree to read it thoroughly. I agree that if there is any policy or provision in the manual that I do not understand, I will seek clarification from my supervisor, the Municipal Clerk/Administrator or the Deputy Municipal Clerk. I understand that the Borough of Rumson is an "at will" employer and consistent with applicable Federal and State law (including the New Jersey Civil Service Act), (as well as applicable bargaining unit agreements), employment with the Borough is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. **No** supervisor or other representative of the Borough of Rumson has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand that this manual states the Borough's personnel policies in effect on the date of publication. I understand that nothing contained in the manual may be construed as creating a promise of future benefits or a binding contract with the Borough for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

**Notice of Disclaimer**

This manual provides the means to disseminate information to you and is not a guarantee of employment. It does not impose any contractual obligations upon the Borough. The Borough reserves the right to interpret and change policies, carriers, and/or benefits as deemed necessary or desirable.

This notice is the property of the Borough of Rumson. You are required to return it to the Office of Human Resources within 3 business days of your start of employment with the Borough.

I acknowledge receipt of the Borough of Rumson Policies and Procedure manual and have read the Notice of Disclaimer. Furthermore, I agree to abide by the terms and conditions contained herein.

Please sign and date this receipt. Return it to your Manager or Therese Wollman, Human Resources Manager.

Department: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_