

ACKNOWLEDGEMENT

On behalf of the City of _____, I acknowledge receipt of a downloaded version of TMHRA’s Sample Employee Handbook, FMLA Toolkit and/or ADA Toolkit. The City agrees to abide by all copyright provisions and will advise anyone who obtains a copy of the Handbook or either Toolkit pursuant to the Public Information Act, that it cannot be copied or modified for use without meeting all copyright and TMHRA provisions.

I further acknowledge that no legal advice has been provided to the City by TMHRA or Lynn Pham & Ross, LLP on account of the City’s downloading and use of the Sample Employee Handbook. I further acknowledge that I have been offered a legal review of the City’s completed Handbook by contracting with Lynn Pham & Ross, LLP.

In addition I acknowledge that no legal advice has been provided to the City by TMHRA or Lloyd Gosselink Rochelle & Townsend, P.C. on account of the City’s downloading and use of Family and Medical Leave Act and/or Americans with Disabilities Act Toolkit. Any FMLA or ADA policies and/or procedures developed by the City should be reviewed and approved by the City’s legal counsel prior to formal adoption. Staff of Lloyd Gosselink Rochelle & Townsend is also available on an hourly rate basis to answer ADA or FMLA questions, and to review final policies/procedures.

Name

Position

Signature

Date

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