



## **Personnel Policies and Procedures Acknowledgment and Receipt**

This confirms that I: \_\_\_\_\_

- Received and read the City of Fircrest manual of Personnel Policies and Procedures effective May 24, 2023; and
- The Personnel manual describes important information for the City of Fircrest, and I understand that I should consult the City Manager or Personnel Officer regarding any questions not answered in the manual; and
- Understand and agree that these policies do not guarantee my employment by the City for any set duration and provide me with the assurance that the City will follow these policies as long as they are in effect; and
- Understand that no one in the City has the authority to enter into any agreement for employment for a specified period of time or to make other representations or agreements inconsistent with these policies unless it is in writing and signed by the City Manager; and
- Understand the City may revise and update the policies and procedures from time to time; and
- Understand that these policies revoke and supersede any prior handbooks, statements of employment policies, guidelines, and procedures, or employment manuals, handbooks, or other documents issued by the City.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Printed)