

ACKNOWLEDGMENT OF RECEIPT OF THE
CITY OF DECATUR PERSONNEL POLICY

The Employee Handbook contains important information about the Company, and I understand that I may consult the/Human Resources Director regarding any questions not answered in the handbook. I have entered into my employment relationship with the City voluntarily, and understand that there is no specified length of employment. Accordingly, either the City or I can terminate the relationship at will, at any time, with or without cause, and with or without advance notice.

I understand and agree that no person other than the City Council may enter into an employment agreement for any specified period of time, or make any agreement contrary to the City's stated employment-at-will policy.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the City's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Council has the ability to adopt any substantive revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Department any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the City following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the City's Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the two copies of this Acknowledgment of Receipt, retain one copy for myself, and return one copy to the City's representative listed below on the date specified. I understand that this form will be retained in my personnel file.

Signature of Employee	Date
Employee's Name - Printed	
City Representative	Date