

CHAPTER 14 - Employee Acknowledgement forms

SECTION 14.01 – Handbook Receipt

CITY OF DEPORT

I, _____ acknowledge that I have received the City of Deport Employee Handbook and I agree to read it and to comply with it and any other rules and policies of the City. I understand that violating the policies and rules set out in this handbook may lead to disciplinary action up to and including termination.

I understand that these policies and/or any other policies or manuals used by the City of Deport are guidelines for use by employees and are not intended nor do they create an employment contract for any specified length of time, or any other type of obligation binding on the City.

Additionally, I understand that neither the contents of these policies nor any statements made to me now or in the future constitute an employment contract. I further understand that the final interpretation and application of these policies is within the sole and exclusive discretion of the City.

Employee Name (please print)

Employee Signature

Date

SECTION 14.02 – Drug & Alcohol Policy

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the City of Deport Drug and Alcohol Policy. I also acknowledge that the provisions of the policy are part of the terms and conditions of my employment and that I agree to abide by them.

Signature of Employee

Print Name

Last 4 of Social Security#

Date