

## CITY OF INDEPENDENCE ACKNOWLEDGMENT (City Copy)

### PERSONNEL POLICY MANUAL

Each employee is expected to acknowledge the receipt of this handbook by signing an Acknowledgement of Receipt in the following form. A copy of the signed Receipt will be kept in the employee's personnel file:

7. I have received a copy of the City of Independence employee handbook.
8. I understand that I am responsible for becoming and remaining familiar with the policies, procedures, and requirements contained in this handbook. I understand that I have the responsibility to ask my supervisor for clarification of any information I do not understand. [NOTE: We feel the "other information" requirement is too vague.]
9. The policies, procedures, requirements, and other information contained in the handbook may be modified or deleted, and others may be added, at any time with 15 days' notice.
10. I understand that I will receive notice of any significant change(s) in the employee handbook.
11. This handbook supersedes all prior statements of the City of Independence which conflict or may conflict with it. I understand that any conflicting prior statement is superseded.
12. This handbook is not a contract. Neither the handbook's statements of City of Independence policies, procedures, requirements, and other information, nor any representations made by any management representative at the time of hire or at any time during employment, are to be interpreted as a contract between the City of Independence and any employees, unless expressly so stated in writing signed by the City of Independence City Manager.

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Employee Signature Date

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Employee Name (Please Print)

(This form should be signed and dated and returned to the HR Manager.)