

RECEIPT & ACKNOWLEDGMENT OF THE CITY OF WHITING PERSONNEL POLICY MANUAL

This Personnel Policy Manual is an important document intended to help you become acquainted with the City of Whiting. This Manual will serve as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of the City, economic conditions are always changing, the contents of this Manual may be changed at any time at the discretion of the Mayor. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on the City.

Please read the following statements and sign below to indicate your receipt and acknowledgement of the City of Whiting Personnel Policy Manual.

I have received and read a copy of the City of Whiting Personnel Policy Manual. I understand that the policies, rules, and benefits described in it are subject to change at the sole discretion of the Mayor at anytime. I understand that this Manual replaces/supersedes all other previous manuals for the City of Whiting.

In consideration of my employment, I agree to conform to the rules and regulations of the City, and my employment and compensation can be terminated with or without cause and with or without notices, at any time, at the option of the City or myself.

I understand that no contract of employment other than "at will" has been expressed or implied and that no circumstances arising out of my employment will alter my "at will" employment relationship unless expressed in writing, with the understanding specifically set forth and signed by myself and the Mayor.

I understand that, should the content of this Manual be changed in any way, the City may require an additional signature from me to indicate that I am aware of and understand any new policies.

I understand that my signature below indicates that I have read and understand the above statements and have received a copy of the City of Whiting Personnel Policy Manual.

Employee's Printed Name

Position

Employee's Signature

Date