

**RECEIPT OF HUMAN RESOURCES MANUAL
EMPLOYEE ACKNOWLEDGEMENT FORM**

Human Resources Employee Handbook Edition Date: 01-01-2009; updated 5-1-2012

This Human Resources Manual is provided to you as an employee of the City of Duluth to assist you in familiarizing yourself with important information about the human resource policies of the City of Duluth, Georgia that should assist you in the successful performance of your job. You should consult your supervisor or the Human Resources department if you have questions that are not answered in the handbook.

I understand that I became an employee at the City of Duluth voluntarily. I understand and acknowledge that there is no specific length to my employment at the City of Duluth and that my employment is considered "at will." I understand and acknowledge that "at will" means:

- (1) employment is for no particular duration or rate of pay or number of hours per week,**
- (2) that I may terminate my employment at any time, with or without advance notice, and**
- (3) that the City of Duluth may terminate my employment at any time, with or without cause or advance notice.**

Further, I understand and acknowledge that:

1. I have received electronic access to a copy of the Human Resources Manual--that I am to read this Manual as soon as possible and to become familiar with its contents, and to keep my knowledge of this manual up-to-date. (manual is on the W:/ drive accessible from any city computer)
2. I must abide by the City's policies, procedures, directives, rules and regulations while employed with the City, or suffer appropriate disciplinary actions. I also understand that I must abide by all federal and state laws, local ordinances, and other controlling governmental units' policies, procedures, directives, rules, and regulations, or suffer criminal penalties, or administrative sanctions.
3. The information in this Handbook represents guidelines only, written in the interest of good and efficient business practices, and that the contents are for information only and do not constitute an expressed or implied contract between me and the City of Duluth, nor do they confer any legal rights to me
4. All contents are subject to change, modification, suspension, interpretation or cancellation in whole or in part, at any time without advance notice, and without having to give cause or justification to any employee
5. The City may require and/or increase or decrease contributions toward various benefit programs
6. I understand that if I have any questions, I am to ask my supervisor, the Human Resources department, or others as my supervisor may direct.

Employee's Name (PRINTED): _____ Badge # _____

Employee's Signature: _____ Date: _____