



Non-uniform Employee Policy Acknowledgement

The City of Maumelle’s Employee Handbook may be found in hard copy in each department and online at <https://www.maumelle.org/DocumentCenter/View/2108/Non-Uniform-Employee-Handbook-PDF>

I, _____, acknowledge the receipt, by hard copy or website, of the City of Maumelle’s Employee Handbook. The handbook describes important information about employment with the City of Maumelle. I understand I should consult my Supervisor, Department Director, or Director of Human Resources regarding any questions unanswered in the Handbook. I have entered into my employment relationship with the City and voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or the City can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

The handbook and the policies and procedures contained within supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the City. By distributing this handbook, the City expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by the City, and the City reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated in advance, and I understand that revised information may supersede, modify, or eliminate existing policies.

I have reviewed the handbook, and I understand it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. I understand and agree to abide by all policies and procedures outlined in the handbook, including, but not limited to:

| Policy Title: | Employees Initials: |
|-------------------------------------|----------------------------|
| Intranet / Internet Policy | |
| Employee Verification Disclosure | |
| City Owned Property Use Policy | |
| City Provided Cell Phone Use Policy | |
| Personal Cell Phone Use Policy | |
| Tobacco Use Policy | |
| Harassment Policy | |
| At Will Policy Statement | |
| Freedom of Information Act | |

| | |
|--|--|
| | |
|--|--|

Employee Signature

Date