

## **APPENDIX A - ACKNOWLEDGMENT OF RECEIPT**

I acknowledge that I have received a copy of the City of Alabaster Employee Handbook.

I understand that this handbook replaces any and all prior verbal and written communications regarding the City of Alabaster working conditions, policies, procedures, appeal processes, and benefits.

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with the City of Alabaster.

I understand that if I have questions or concerns at any time about the handbook, I will initially consult with my immediate supervisor or the Human Resources staff for clarification.

I also acknowledge that the handbook contains an employment-at-will provision. I understand that if I am not a regular employee outside of the probationary period as defined by Alabama Act No: 2013- 316, either the City of Alabaster or I can terminate my employment relationship at any time, with or without cause, and with or without notice; That this employment-at-will relationship is in effect regardless of any other written statements or policies contained in this handbook, in any other the City of Alabaster documents, or in any verbal statements to the contrary; and

Finally, I understand that the contents of this employee handbook are simply policies and guidelines, not a contract or implied contract with employees. The contents of the employee handbook may change at any time.

Please read this Handbook and these employee Standards of Conduct carefully to understand these conditions of employment before you sign this document.

I further understand that I will receive updates from time to time to this Handbook and will be expected to read and adhere to the updates as they appear.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_