

CITY OF HARLINGEN
ACKNOWLEDGEMENT OF RECEIPT OF PERSONNEL POLICY MANUAL

I _____ certify and acknowledge the following:
(print name)

- I have received a copy of the City of Harlingen's Personnel Policy Manual revised on April 7, 2004. With the exception of the City's employment at-will policy, I understand that the policies, rules, and benefits described are subject to change or may be revised at any time. I agree that any conflicts or ambiguities in City policies, rules and benefits will be decided by the City Manager.
- I understand that the contents of this manual do not constitute an employment agreement or contract, but rather my employment with the City of Harlingen is on an at-will basis (except for those covered by Civil Service). This means that the employment relationship may be terminated at any time by either myself or the City of Harlingen with or without cause and with or without notice.
- I understand that it is my responsibility to read and comply with the policies contained in this Manual, as well as any revisions. I understand I should consult my supervisor, my Department Director and/or the Human Resources Department regarding any questions not answered in the manual. I also understand that the policies, rules and benefits in this Manual supersede all prior written and/or oral City policies.

Employee's Signature

Date

City Representative

Date