

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT



CITY OF WINTER SPRINGS EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

As an employee of the City of Winter Springs, I understand that I should consult this handbook for information concerning employment with the City. Where questions are not answered in the manual, I understand that I should consult my Department Head or the Human Resources Department. Further, I understand that unless there is a valid employment contract in place (which states otherwise), I have voluntarily accepted employment with the City as an “at will” employee and acknowledge there is no guarantee of continued employment. Either I, as the employee, or the City Manager may end the employment relationship at any time during my employment, with or without cause or advance notice.

Since the information, policies, and benefits described here are subject to change, it is acknowledged that revisions to the Employee Handbook and individual personnel policies may occur. All such changes will be communicated through official notices and/or memorandums, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Commission, upon recommendation of the City Manager, has the ability to adopt any revisions to the policies of this Personnel Policies.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document. I have received, read, understand and will comply with the policies contained in the City of Winter Springs Employee Handbook and any revisions made to it.

Name (Print)

Signature

Date

For questions, contact Human Resources at (407) 327-1800