

CITY OF NORCROSS
EMPLOYEE HANDBOOK AND POLICIES
EMPLOYEE ACKNOWLEDGEMENT

The Employee Handbook describes important information about the City of Norcross (the “City”) including, but not limited to, the Fair and Accurate Credit Reporting Act, and employee Protected Health Information (PHI) rights and responsibilities under HIPAA. I understand that I should consult the City’s Human Resources Representative regarding any questions not answered in the Employee Handbook.

I have read, understand, and agree to comply with all terms of the City of Norcross Employee Handbook. I further understand that this Employee Handbook may be revised, expanded, or otherwise modified at any time, and that it is my responsibility to ensure that I am familiar with the current City of Norcross Employee Handbook at all times. I further understand and acknowledge that I am expected to comply with the current revision of each policy regardless of whether or not I have signed for the policy or any modification thereof.

The Employee Handbook contains various rules, policies, and procedures relating to employment with the City. Many of the provisions are summaries of federal, state, and municipal laws. Such laws are subject to change from time to time and, in accordance with such changes, the City may find it necessary or advisable to alter its rules, policies, procedures and the provisions of the Employee Handbook at any time. **NOTHING IN THE EMPLOYEE HANDBOOK OR IN ANY OF THE CITY’S PERSONNEL POLICIES SHALL BE DEEMED TO CONSTITUTE A CONTRACT OF EMPLOYMENT AND ALL EMPLOYEES OF THE CITY ARE EMPLOYEES-AT-WILL WHO MAY QUIT AT ANY TIME FOR ANY REASON AND WHO MAY BE TERMINATED AT ANY TIME FOR ANY OR NO REASON. NO ONE OTHER THAN THE CITY MANAGER MAY MAKE ANY PROMISES OR ASSURANCES OR ENTER INTO ANY CONTRACT, WHETHER ORAL OR WRITTEN, THAT IN ANY WAY IS CONTRARY TO OR INCONSISTENT WITH THE LIMITATIONS SET FORTH HEREIN, AND ANY SUCH PROMISES, ASSURANCES, OR PURPORTED CONTRACTS SHALL BE INVALID AND NOT BINDING ON THE CITY UNLESS ADOPTED, ENDORSED, AND AGREED TO IN WRITING BY THE CITY MANAGER.**

Employee’s Signature

Date

Printed Name