

CITY OF WAYNESBORO

EMPLOYEE HANDBOOK

***Our Employees Make The
Difference. . . .***

Revised 2008

Dear Employee:

This *Employee Handbook* has been designed to serve as a reference for many issues relating to your employment with the City of Waynesboro. **It is not a contract, nor is it an invitation to contract.**

It is important for you to be familiar with the information in this *Handbook*. Please review it carefully. If you need to refer to the *Handbook* in the future, remember that the most recent version will be available on the City of Waynesboro website. www.waynesboro.va.us In addition, your Human Resources office can provide assistance with questions relating to your employment.

Please sign below to indicate that you have seen, read, understand, and will comply with the policies and procedures outlines within this *Handbook*. Please give the signed page to your Human Resource office. This page will be kept in your Personnel file.

We hope you will enjoy a rewarding career with the City of Waynesboro

Signature:

Printed name:

Department: _____ Date: _____

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