



Employee Handbook Acknowledgement

I have received my copy of the Employee Handbook via the City of Waynesboro's website at www.waynesboro.va.us.

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the City of Waynesboro.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by the City.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at the City is employment at-will, which may be terminated at the will of either City or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the City or myself.

I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature

Employee's Name (Print)

Date