

**City of Greenville**  
**Acknowledgment of Receipt**  
**Employee Policies and Procedures Manual**

I acknowledge having received a copy of the **City of Greenville Policy and Procedure Employee Manual** and I agree to become familiar with its contents. I understand that it is my responsibility to read and familiarize myself with the provisions of this manual within 30 days of my hire date. If I have any questions or concerns related to this Manual or my employment, I should contact the Human Resources Director.

I acknowledge that this Manual represents current policies, procedures, and benefits. **The City retains the right to change, modify, suspend, interpret or cancel, in whole or part, any published or unpublished personnel policies or practices, with or without, at its sole discretion, with or without giving cause or justification to any employee.** All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Mayor, along with the City Council, has the ability to adopt any revisions to the policies in the Manual.

I also understand that I must comply with all of the provisions of the Manual; if I do not comply with all provisions of the Manual, I may be subject to disciplinary action up to and including termination.

**Employee signature:** \_\_\_\_\_

**Name (print):** \_\_\_\_\_

**Date:** \_\_\_\_\_

**TO BE PLACED IN EMPLOYEES PERSONNEL FILE**