

Appendix B
ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL POLICIES

I have received a copy of the City of Newcastle's Personnel Policies. I understand that the personnel policies contained in this handbook are intended to be general guidelines only and do not constitute an express or implied employment agreement between the City and me. I also agree that my employment with the City is at-will, and that either the City or I may terminate the employment relationship at any time with or without cause or notice. I understand that this handbook supersedes any prior summaries or statements of employment policies and procedures and that no manager, supervisor or other employee of the City is authorized to make any representation to the contrary, unless it is expressed in a written employment agreement authorized by the City Manager.

I also understand that I have no right or expectation of privacy with respect to my use of City provided equipment, supplies and programs, including but not limited to computer, voicemail, email, text mail, pagers, cell phones and the internet. I understand that all information contained on City provided equipment, supplies and programs remain at all times the exclusive property of the City, and that the City may monitor and review my electronic usage and any information by and/or stored on City provided equipment at any time, in the City's sole discretion.

City employees who incur personal expense billed to the City, such as through city electronic devices, city credit cards, city accounts, and/or relocation reimbursement shall be required to sign a written agreement before being allowed to utilize such programs authorizing deductions from employee pay for any amounts the employee fails to pay on a timely basis, including any payments due prior to, or coming due after, issuance of the employee's final paycheck at the end of the pay period.

As the State and Federal rules change our City personnel policies change. The City reserves the right to revise, supplement, clarify, or rescind any policy or portion of policy. You will be given notification of any such changes. Union presidents will have thirty (30) days to respond in writing with any comments they may have.

I have received and read the Personnel Policy Handbook.

Employee Name Printed

Date

Employee Signature

Please return this signed form to the Human Resource Office