



## HUMAN RESOURCES

### Acknowledgment & Receipt of Personnel Manual

---

**I acknowledge that I have received a copy of the Personnel Regulations (Manual).**

The Personnel Manual describes important information the City of Gig Harbor, and I understand that I should consult the City Administrator or Human Resources regarding any questions not answered in the manual. I have entered into my employment relationship with City of Gig Harbor voluntarily and acknowledge that there is no specified length of employment. Accordingly, during my probationary period, either I or the City of Gig Harbor can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.

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 Gig Harbor. By distributing the Personnel Manual, the City expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, any and all policies and practices may be changed at any time by City. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the City Councilmembers have the ability to adopt any revisions to the policies in the Personnel Manual.

I understand and agree that nothing in the Personnel Manual creates, or is intended to create, a promise or representation of continued employment and that employment at the City of Gig Harbor is employment at-will during the time of my probation, which may be terminated at the will of either City of Gig Harbor or myself. Furthermore, I acknowledge that the Personnel Manual is neither a contract of employment nor a legal document.

I have received the handbook and know it is available anytime on the City's internal data share "Box," and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any future revisions made to it.

---

Employee Name (Print)

---

Employee Signature

---

Date