

Appendix Number 1

POLICY STATEMENT AND ACKNOWLEDGMENT FORM

I have received my copy of the Personnel Policies and Procedures Manual which outlines the policies, practices, and benefits of Tremonton City. I accept responsibility for informing myself about these policies by reading them and, if necessary, by asking that they be explained to me.

Since the information in the Personnel Policies and Procedures Manual is necessarily subject to change, it is understood that the information that I have reviewed may be changed or replaced by other policies and procedures which Tremonton City may adopt in the future. I understand and acknowledge that I have the responsibility to inform myself of amended and new policies created in the future by Tremonton City and that no one has promised me that Tremonton City will not change these policies. I also understand that the Policies and Procedures Manual and updates to the Manual can be found online at www.tremontonciv.org.

For those at-will employees listed in Utah Code 10-3-1105(2), I understand and agree that my employment with Tremonton City is terminable at-will, meaning that either myself or Tremonton City may terminate the employment relationship at any time for any reason. I understand that neither I nor Tremonton City has any obligation to base a termination decision on anything other than intent not to continue the employment relationship. No one has promised me that my employment will only be terminated for cause, or only for any particular reason, or will only be terminated through some particular process or procedure above, beyond, or in addition to such due process as may be required by Federal or State constitutional and statutory requirements.

I understand and agree that no one at Tremonton City has authority to offer me employment on terms different from what is stated in this manual and I understand and agree that no one in Tremonton City is authorized by Tremonton City to promise in the future that the terms of my employment will be different from what is stated in this manual or will be stated in the manual in the future.

Signature of Employee

Date

Notes:

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