

ACKNOWLEDGEMENT OF RECEIPT OF THE CITY OF NEWBERG 2024 HANDBOOK

I acknowledge that I have received and have read a copy of the City of Newberg's 2024 Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review in the HR office and the city Intranet.

I understand that the City of Newberg has adopted the Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time in the City of Newberg's sole discretion. I also understand that the Employee Handbook rules are preeminent over any other contradictory policies, other than those found in applicable collective bargaining agreements. I acknowledge that the Employee Handbook is not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either the City of Newberg or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

During my employment with the City of Newberg, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies or for clarification if there is anything that I do not understand. I have read this acknowledgement carefully before signing.

Employee Signature/Name

Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.

