



HANDBOOK RECEIPT & ACKNOWLEDGEMENT

I acknowledge that I have viewed, downloaded, and/or printed a copy of the City of Troutdale's Employee Handbook, that is located on the City's website, which became effective September 22, 2020 and covers my employment.

I understand that the City of Troutdale reserves all rights necessary for the efficient management of its operations and that the City has adopted this Handbook only as a general guide to its current policies, work rules and the work environment. I acknowledge that this Handbook is not a contract for continued employment or benefits at any level. Rather, I understand that it may become necessary for the City to change this Handbook, its policies and practices, and/or to change, reduce or discontinue any benefits from time to time (*subject to applicable collective bargaining obligations, if any*) as it determines appropriate to the management of the City. This Handbook supersedes all prior statements of the City which conflict or may conflict with it, and I understand that any conflicting prior statement is superseded by this Handbook.

During my employment with the City of Troutdale, 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.

I further understand that, *except as otherwise provided in an applicable collective bargaining agreement covering my employment or an individual written employment agreement signed by the City Personnel Officer*, either the City of Troutdale or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice or due process procedures, and that I do not have any property interests/rights or ownership in my employment with the City.

I also understand that no one other than the City Personnel Officer has any authority to enter into any agreement for employment for any specified period of time, to assure me of any future position, benefits or other terms or conditions of employment, or to make any promises contrary to, or in addition to, this Handbook. I understand and acknowledge that any such representation and promises must be in writing and signed and dated by the City Personnel Officer in order to be valid.

I have read this acknowledgement carefully before signing.

Employee Signature

Date

Employee Name [print]

The original of this document is kept in the Employee's personnel file. A copy is made available to the Employee upon request.