

**EMPLOYEE ACKNOWLEDGMENT**  
REGARDING EMPLOYEE HANDBOOK

Rev. 11/2009

1. I **CERTIFY** that I have been told that a current copy of the City of Logan Employee Handbook, which outlines the general benefits, employment policies, and my general responsibilities as a City employee is presently kept on the City's "Employee Net" (located at <http://Employee.LoganUtah.org>) and on the City's web site (located at <http://www.LoganUtah.org>) in digital format, and that a hard copy is kept in each Department Head's office, with the City Recorder, and with the Human Resource Director.
2. I **UNDERSTAND** that this Employee Acknowledgment constitutes legal notification regarding the locations of the Employee Handbook and that it is my responsibility to access, read, become familiar with, and adhere to the policies stated in the Employee Handbook.
3. I **CERTIFY** that I have been instructed to ask questions and seek clarification with Human Resources, my Department Head, or my Supervisor regarding any matter in the Employee Handbook that I do not fully understand and to seek counsel regarding any conflicts that may occur in compromising my ability to support all of the policies and provisions contained therein.
4. I **UNDERSTAND** that the information contained in this Employee Handbook is subject to change at any time, should circumstances warrant, and that it is my responsibility to keep informed of these changes.
5. I **UNDERSTAND** that no verbal or written agreements, understandings, representations, or statements made by my department head or supervisor may amend the policies outlined in the Employee Handbook or bind the City to any course of action.
6. I **UNDERSTAND** that the City reserves the right to amend the Employee Handbook as it deems necessary.

**EMPLOYEE**

Employee Name (please PRINT) \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

**WITNESS**

Witness Name (please PRINT) \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

**Original Copy** must be signed, dated, witnessed, and returned to Human Resources