



Receipt of Lehi City Employee Handbook

The Employee Handbook (sometimes called a Personnel Policy Manual, and referred to as the "Manual") is a compilation of personnel policies, practices and procedures currently in effect at Lehi City, an equal opportunity employer.

This Manual is designed to introduce employees to the organization, familiarize you with city policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. Only the Mayor or City Administrator of Lehi City has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies and working conditions at Lehi City. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, federal, state, and/or local laws will take precedence over Lehi City policies, where applicable.

Personnel Policies are applied at the discretion of Lehi City. Lehi City reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. Lehi City may notify you of such changes via email, posting on the city's intranet portal or website, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time.

To gain access to this manual please go to the link provided, <http://www.lehi-ut.gov/wp-content/uploads/2013/09/Policy-Manual-January-2014.pdf> or you can request one from the Human Resource Department.

By signing below, you acknowledge that you have received access to a copy of Lehi City's Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it.

Signature

Date

Please Print your full name

Department

The original copy of this notice must be turned in to the Human Resource Department