

Acknowledgment and Receipt

I have received a copy of the Employee Handbook last revised on March 1, 2015, the Ethics Policy last amended on February 24, 2014, and the Request for Permission to Work, Consult or Conduct Business for Financial Compensation (to be completed if I have or expect to have secondary employment).

The employee handbook describes important information about the City of South Bend and I understand that I should consult my manager (or appropriate title within my chain of command) or the Human Resources Department regarding any questions not answered in the handbook.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the City. By distributing this handbook, the City expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein. **The Employee Handbook is superseded by any and all current collective bargaining agreements and duty manuals and will only apply if the contractual agreement and/or duty manual is silent. Such revocation does not affect the terms and conditions specified in current collective bargaining agreements or duty manuals.**

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the City. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. **Such changes will not impact any current collective bargaining agreements or duty manuals.**

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name (Print)

Employee's Signature

Date

Please return this completed form to the HR Department within seven (7) calendar days of receipt of the above listed documents.

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE