

ppm  
2006

## INTRODUCTION

This Manual of Personnel Policies has been established in order for the City to manage its personnel matters. All employees covered by this Manual (Section 1.02) are bound by its rules and policies. Employees must familiarize themselves with this Manual and conduct themselves in accordance with these rules and policies.

Any employee who violates the rules and regulations contained in this Manual, or who otherwise violates reasonable standards of conduct, is subject to discipline up to and including immediate termination from employment. The disciplinary alternatives used by the City include, but are in no way limited to, the following: verbal warning, written reprimand suspension (with or without pay) reduction in pay, reduction in rank/demotion; and discharge.

The information contained in this Manual is intended only as a general guide for employees. The City may change these rules and regulations from time to time and such changes may not be incorporated in the Manual at the time you read it -- in which case existing policy will supersede this Manual. This Manual does not constitute an employment contract or guarantee continued employment.

PPM  
2013

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PPM  
2012

## RECEIPT FOR EMPLOYEE MANUAL OF PERSONNEL POLICIES

I acknowledge that I have received a copy of the City of Cooper City's Manual of Personnel Policies. I agree to read it thoroughly, including the statements in the foreword describing the scope and purpose of the Manual of Personnel Policies. I agree that if there is any policy or provision in the Manual of Personnel Policies that I do not understand, I will seek clarification from the City Clerk's Office. I understand that the City of Cooper City is an "at will" employer and as such employment with the City of Cooper City is not for a fixed term or definite period and may be terminated at the will of either party, with or without cause, and without prior notice. No supervisor or other representative of the City has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. In addition, I understand the Manual of Personnel Policies states the City of Cooper City's policies and practices in effect on the date of publication. The policies contained in this manual supersede any and all prior practices, oral and written representations, or statements regarding the terms and conditions of employment with the City of Cooper City. I understand that nothing contained in the Manual of Personnel Policies may be construed as creating a promise of future benefits or a binding contract with the City of Cooper City for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time with or without notice.

Please sign and date this receipt and return it to the City Clerk's Office.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

**\*\*REMOVE FOR PERSONNEL FILE\*\***