



## **EMPLOYEE PERSONNEL POLICIES MANUAL**

These are the personnel policies for all employees of the City of Mesquite. The contents of these policies do not constitute a contract of employment and should not be construed as a guarantee of continued employment with the City of Mesquite.

### **ACKNOWLEDGEMENT AND RECEIPT**

This is to acknowledge that I have received a copy of the City of Mesquite's personnel policies manual as adopted by the City of Mesquite City Council.

I acknowledge that I am expected to read, understand, and adhere to these policies and that I am governed by the contents of these policies unless there is a direct conflict with my collective bargaining unit's agreement, if applicable. I understand that my failure to comply with these policies may result in disciplinary action, up to and including termination. If I have questions concerning these policies, I will bring it to the attention of my supervisor, department head, or Personnel Department.

I also understand that the City may change, rescind, or add to any policies, benefits, or practices described in these policies from time to time and without prior notice, in the sole and absolute discretion of the City provided such changes, rescissions and/or additions are not prohibited by law. I will be responsible to maintain these policies and all updates issued.

\_\_\_\_\_  
Print Employee Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Employee