

City & Borough of Wrangell
Employee Handbook
Receipt Verification Form

A signed copy of the Employee Handbook Receipt Verification Form must be on file for all employees of the Borough immediately upon hire.

INTRODUCTORY STATEMENT

This Employee Handbook is designed to acquaint employees with the City and Borough of Wrangell and provide employees with information about working conditions, employee benefits, and some of the policies affecting their employment. Employees should read, understand, and comply with all provisions of the Employee Handbook. It describes many of their responsibilities and outlines the programs developed by the City and Borough of Wrangell for their benefit. One of the objectives of the City and Borough of Wrangell is to provide a work environment that is conducive to both personal and professional growth.

No Employee Handbook and associated policies can anticipate every circumstance or question about employment policy. As the City and Borough of Wrangell continues to grow, the need may arise, for which City and Borough of Wrangell reserves the right, to revise, supplement, or rescind any policies or portion of the Employee Handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will be notified of such changes to the personnel policy as they occur. In some cases, individual department policies will be inconsistent with the terms established in this Employee Handbook. When that occurs, those policies specific to departments that have been approved by the assembly shall supersede the policies laid out here.

Some Borough employees belong to the IBEW union. The Employee Handbook applies to all employees. When there is a difference between the Employee Handbook and the Collective Bargaining Agreement for union employees, the Collective Bargaining Agreement will be followed for union employees only.

If any of this Employee Handbook is found to be in conflict or out of compliance with any state or federal rules, regulations, or laws, those requirements will take precedent over this policy.

EMPLOYEE ACKNOWLEDGEMENT FORM

The Employee Handbook describes important information about the City and Borough of Wrangell, and I understand that I should consult the Finance Department regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Employee Handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Borough Assembly of the City and Borough of Wrangell has the ability to adopt any revisions to the policies in this personnel policy. Revisions will be done by resolution.

Furthermore, I acknowledge that this Employee Handbook is neither a contract of employment nor a legal document. I have received the Employee Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this personnel policy and any revisions made to it.

Employee Name (printed): _____

Employee Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____