



## **CITY OF LYNCHBURG RECEIPT FOR EMPLOYEE HANDBOOK**

I have received a copy of the City's Handbook, dated September 2009, agree to read it carefully, and agree to abide by its guidelines and operating policies. If I have any questions regarding City policies and procedures, I will ask my supervisor or a Human Resources staff member. I also understand that nothing in the handbook creates an expressed or implied contract of employment.

\_\_\_\_\_  
Employee Number

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

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

\_\_\_\_\_  
Date