



City of Kenai Employee Handbook Receipt and Acknowledgement

Employee Name: _____

Position Title: _____

Department: _____

RECEIPT AND ACKNOWLEDGEMENT

I have received a copy of the City of Kenai, Alaska Employee Handbook. The Handbook contains policies and regulations that apply to me. I agree to read the Handbook and follow it during my employment with the City of Kenai. I further understand that the Handbook may be amended at any time, and I will be notified of these changes in writing.

Employee Signature: _____ Date: _____

Witness Signature: _____ Date: _____

This acknowledgment will be placed in the employee's personnel file.