

**ACKNOWLEDGEMENT FOR RECEIPT OF
CITY OF LOWELL
PERSONNEL HANDBOOK
AND
PROCEDURES MANUAL**

I have received a copy of the City of Lowell Personnel Handbook and Procedures Manual, revised March 28, 2023.

The handbook/manual contains policies and procedures which I have read, understand and agree to comply with during my employment with the City of Lowell. After reading the policies and procedures, I understand that I am an at-will employee, and nothing in the handbook/manual alters that status.

I further understand that I will be responsible for complying with future changes in such policies and procedures communicated to employees from time to time, whether or not I have signed an acknowledgement of such changes.

My signature indicates that I have read and understand The City of Lowell's Personnel Handbook and Procedures Manual. Signing this document does not mean that I agree with each and every provision. However, signing this document does indicate that I will abide by the regulations outlined in this Personnel Handbook and Procedures Manual.

Employee Signature

Employee Printed Name

Date

City Representative Signature

Printed Name

Date

Please keep a copy of this Acknowledgement for your records.