



City of Roswell Human Resources Policies and Procedures Manual “Committed to Excellence”

Welcome to the City of Roswell! The Human Resources Policies and Procedures Manual is a reference guide to the privileges, benefits and responsibilities that you have as an employee of the City of Roswell. This Manual will help you adapt to your new job and provide a ready reference for questions that arise from time to time during your employment. We hope you will realize a satisfying and successful future with the City of Roswell. Please feel free to ask your supervisor or Human Resources concerning any questions you may have about the information contained in this Manual.

This Manual is intended for informational purposes. Neither it, City of Roswell practices, nor other communications create an employment contract or term. All employees with the City of Roswell are “at-will” unless otherwise noted and approved by the City Administrator. This Manual does not limit your right or the City’s right to terminate the employment relationship at any time for any reason, with or without cause during your employment.

This Manual does not contain all the information you will need. During the course of your employment, you will receive information through various notices, bulletins board postings, as well as orally through your supervisor, Department Head, City Administrator or elected officials.

The City of Roswell is committed to reviewing its policies, procedures and benefits periodically. Accordingly, the policies, procedures and benefits outlined in this Manual are subject to review and change by the City of Roswell at any time.

Please acknowledge your understanding by signing below that the City of Roswell Human Resources Policies and Procedures Manual is available for your review in its entirety on the employee Intranet site. It is your responsibility to fully review and adhere to the policies and procedures set forth in this Manual.

Printed Name

Date

Signature