

Employee Acknowledgment of Policies

For Paid-On-Premise Firefighters, Community Service Officers,
Crossing Guards, and Seasonal and Temporary Employees

The City of De Pere Employee Policy Manual is located on our website at www.deperewi.gov/HR. Please review the policies listed below then sign and return this form.

You can access the City of De Pere Employee Policy Manual by:

- Go to www.deperewi.gov/HR
- Click on the Policies and Labor Contracts Tile
- Click on the City Employee Policy Manual Tile

- Section 1 - Introduction

- Section 2 – General Guidelines of Employment (only the sections listed below)
 - 2.10 – Health Privacy Practices
 - 2.11 – Equal Employment Opportunity (EEO)
 - 2.12 – Americans with Disabilities Act (ADA)

- Section 3 – General Policies
 - 3.1 – Public Relations/Requests for Interviews
 - 3.2 – Citizens Accessing City Equipment
 - 3.5 – Public Records
 - 3.6 – Employee Organizations
 - 3.7 – Photography and Videography of Employees

- Section 4 – Employee Conduct

- Section 5 – Technology Use Policy

- Section 11 – Workplace Safety

If you do not have computer access, please contact your supervisor and they will provide you with a paper copy. As an employee of the City of De Pere, you will be required to read and familiarize yourself with these policies. If you have questions regarding any City policy, please contact your supervisor. Failure to follow any City policy may result in disciplinary action up to and including immediate discharge from employment.

This is to acknowledge that I have read, and I understand the policies and their contents. I acknowledge that it is my responsibility to ask questions about anything I do not understand.

EMPLOYEE SIGNATURE

DATE

Print Name & Department