

City of De Pere Policies

Acknowledgment of Policies for Paid-On-Premise Firefighter,
Community Service Officer, 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 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 4 – Employee Conduct

- Section 5 – Technology Use Policy (only applicable to employees that use a computer for their job)

- Section 11 – Workplace Safety

- Review the City of De Pere COVID-19 policy.
 - The Policy is located on the Human Resources website at www.deperewi.gov/HR. Then click on [COVID Resources for City of De Pere Employees](#).

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