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Employee Acknowledgment (to be signed by employee & turned in to City Recorder)

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PREFACE

General Policy: Employment is subject to meeting the performance requirements of the job to the satisfaction of Plain City. The rules of conduct and job procedures have been and will continue to be formulated to promote employee safety, ensure effective and efficient operations and to provide a professional employment environment.

General Conduct: All employees of the city are expected to conduct themselves in a manner that will bring credit to themselves and to the city. They are expected to be courteous and cooperative at all times with fellow employees, supervisors and all others who may, for any reason, come into contact with them. They are expected to conduct themselves in a professional and competent manner, and are expected to strive for cleanliness and neatness at all time in person appearance appropriate with the position and job duties. Employees of the city are expected to be honest in their conduct at all times and in all situations which will affect the city.