



**City of Ballwin**

**Personnel Manual-Acceptance Form**

I \_\_\_\_\_, have received a copy of the Personnel Manual for the City of Ballwin. I have reviewed these rules and regulations with my supervisor and discussed any questions I have relative to its contents, as well as my departmental rules and regulations that are not specifically set forth in the City's manual. I understand the City's policies and my rights and responsibilities as an employee.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
City of Ballwin Representative

\_\_\_\_\_  
Date