

<b>Employee Handbook</b>	Authority: Approved by Council	Type: Employee
	Effective date: September 10, 2014	Revised date: December 12, 2018
	Policy No. 300-13 Employee Handbook	

R.M. of Browning No. 34

Policy No. 300-13 Employee Handbook

December 12, 2018

**1. Employee Handbook**

- 1.1. Each employee will be presented with a copy of the employee handbook (via an emailed link or paper copy) upon commencing employment with the R.M. of Browning.
- 1.2. Each employee shall sign that they have received a copy of the handbook and has reviewed it.
- 1.3. Each employee shall be served any additions, changes or updates to the handbook (via emailed link or paper copy), and will be expected to sign that they have received, reviewed and understand the updates.
- 1.4. The Administrator welcomes any questions or concerns about the employee handbook, at any time.

Document Revision History:

Document Title	Revision Date	Approved By
Policy No 300-13 Employee Policy Manual	September 10, 2014	Council
Policy No 300-13 Employee Handbook	December 12, 2018	Council

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I, \_\_\_\_\_, have received and reviewed the R.M. of Browning No. 34 Employee Handbook. If I have any question or concerns regarding any of these policies, I will consult the Administrator.

Signed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_

\_\_\_\_\_

Employee Signature