

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

**Town of Lampman**

**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 Town of Lampman.
- 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:

<b>Document Title</b>	<b>Revision Date</b>	<b>Approved By</b>
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