Employee Receipt Verification Form

City of Parma Personnel Policy Manual
City of Parma Employee Handbook
Ohio Ethics and Related Statues

All City of Parma employees are subject to the *Ethics Law* of the State of Ohio and the City of Parma *Employee Handbook* and *Personnel Policy Manual.* The current version of the *Ohio Ethics Law and Related Statutes* may be found on the *Ohio Ethics Commission website:* www.ethics.ohio.gov - click on "Overview of Ethics Law."

The City of Parma *Employee Handbook* and *Personnel Policy Manual* are located on the City's employee website: http://www.cityofparma-oh.gov. At the bottom right corner of the home page, click "Parma Employee Login" and enter your "first initial, last name" for username and "Parmaemp2017" for password.

You may also request a printed copy of these documents from the Human Resources Department at 440.885.8167.

Please review these documents (the *Ethics Law* of the State of Ohio and the City of Parma *Employee Handbook* and *Personnel Policy Manual*) before you begin your employment with the City of Parma. Please read Section 1.4: "Fair Employment Practices" in the *Personnel Policy Manual.*

I, _____ acknowledge that the *Ethics Law* of the State of Ohio, the City of Parma *Employee Handbook* and the *Personnel Policy Manual* have been made available to me.

_____ _____

Employee Signature Date

Revised: 04/18