



City of Hickory
PO Box 398
Hickory, NC 28603
Phone: (828) 323-7421
Fax: (828) 323-7500

Life. Well Crafted.

As a City of Hickory part time employee, I understand and acknowledge the following:

- The City of Hickory is an Equal Opportunity Employer
- I am an at-will employee and have no vested rights to employment.
- The City of Hickory has a zero tolerance for violence, harassment or drug and alcohol abuse.
- I will work no more than 999 hours per year.
- I am not guaranteed a minimum number of work hours per day, week or year.
- I am not entitled to any benefits including but not limited to retirement, medical insurance, dental insurance or life insurance.
- I will have a varied schedule as determined by my supervisor.
- I may be required to work holidays and weekends.
- The City of Hickory reserves the right to modify my hours and duties as they deem necessary.
- I will abide by all applicable personnel ordinances and policies. I am aware the ordinance and policies are listed on the City of Hickory's/Human Resources website at www.hickorync.gov and are subject to updates.
- I am required to wear all applicable safety equipment
- I will report all accidents, injuries or incidents immediately to my supervisor and will complete an incident report.
- I acknowledge receipt of the following and understand additional policies are listed on the City of Hickory website under the Human Resources Division:
 - Anti-Harassment Policy
 - Drug and Alcohol Policy
 - Ethics Policy
 - Dress Code Policy
 - Hazardous Chemicals Right to Know Policy
 - Workers' Compensation Policy
 - Workplace Violence Policy

Signature

Name (Printed)

Date