EMPLOYEE ACKNOWLEDGEMENT:

RECEIPT OF CASH HANDLING AND PAYMENT POLICIES AND PROCEDURES

AND

REVIEW OF STATEMENT OF BUSINESS CONDUCT AND INTEGRITY STANDARDS

Purpose: The City of Miami Park's integrity and reputation are in the hands of its employees. Each employee makes an important contribution to the overall success of City of Miami Parks by performing their job responsibilities in accordance with City of Miami and the Parks Department policies and procedures.

Business Conduct Standards

- Employees must be professional at all times.
- Delivery of excellent customer service and willingness to offer assistance to fellow staff and residents are paramount to the Parks Department.
- Safeguarding of cash and payment collection is the responsibility of any staff that works at a payment collection site.
- Following all steps in the Parks Cash Handling and Payment Policies and Procedures are required for the safeguarding of the integrity of the department.
- Concerns or issues regarding payment collections must be immediately reported to the chain of command.
- Failure to follow the steps outlined in the Cash Handling and Payment Policies and Procedures have consequences that will lead to disciplinary actions.

Acknowledgment of Receipt: I have been given a copy of the Statement of Business Conduct Standards and the Parks Department Cash Handling and Payment Policies and Procedures, and I understand that it is my responsibility as a Parks employee to read this statement and abide by the Parks policies. If I have any questions about the Statement or Parks policies, I understand that I need to ask my supervisor or contact appropriate administrative office staff for help.

Employee's Name (printed): _____

Signature:_____

Department Name: _____

Date:_____ Employee ID #:_____

Employee's Classification (Please Circle One)

Full Time Staff Part Time Staff