

Section 1: Introduction

Welcome to the Town of Matthews. The skills and talents you bring are vital to our mission of providing services to the citizens in this community. The Town of Matthews is charged with providing Town employees with educational programs, technical assistance, and other services that make that mission a reality.

This Employee Handbook is intended for **all** Town employees, full time and part time, regular and temporary. It is the responsibility of every employee to observe rules of conduct and safety and to properly use any equipment that is provided. If you see an opportunity to improve our standards through revisions please let us know.

- **The Town's rules and regulations are developed for the protection of employees and citizens.**

Town Manager

Date