

ACKNOWLEDGEMENT

Please read the following and then sign, date and return to the Chief Clerk or your Department Head. One copy of this acknowledgement will be placed in your personnel file and one copy will be provided with your copy of these personnel policies. It is your responsibility to read the personnel policy and any amendments adopted thereafter. By signing below, you acknowledge that you have received a copy of the County's personnel policy and that you have had a full opportunity to read and review it.

A copy of the County's personnel policy is also kept in the office of the County Chief Clerk, on the County's Web Site and by your Department Head. You may review these copies of the policy should you need to reacquaint yourself with any provisions of the personnel policies.

These personnel policies are a general informational guide to the County's current employment policies and shall not be construed as a contract or to create any contractual obligation. The County reserves the rights to amend, delete, supplement, or extend any of the provisions of these policies, as the County deems necessary and appropriate.

These policies are not intended to be a contract, expressed or implied, or a guarantee of employment for any specific duration. Although we hope that your employment relationship with us will be long term, we recognize that things may not always work out as hoped, and either of us may decide to terminate the employment relationship.

No non-elected representative of the County has the authority to enter into any agreement with you for employment for any specified period or to make any written or verbal commitments regarding employment for a specific period of time. Only the County Board of Commissioners has the authority to authorize employment agreements for a specified term.

By signing below, you acknowledge that you have received a copy of the County's personnel policies and have had a full opportunity to read and review such policies.

Employee Name (Printed)

Date

Employee Signature