

ACKNOWLEDGEMENT AND RECEIPT

I have received my copy of the Employee Handbook.

The Employee Handbook describes important information about employment with Jefferson County Commission, and I understand that I should consult my management, HR or the Compliance Office regarding questions not answered in the handbook or for clarifications. I have entered my employment relationship with Jefferson County Commission voluntarily and acknowledge that there is no specified length of employment.

I understand and agree that, other than the Jefferson County Commission Appointing Authority or designated representative of Personnel Board of Jefferson County, no supervisor, department head, or representative of the Jefferson County Commission has authority to enter into an employment agreement or adopt revisions to the policies referenced in this handbook.

I understand that language in this handbook supersedes all previous Jefferson County Commission Employee Handbooks and all policies and practices may be changed at any time by Jefferson County Commission and/or the Personnel Board of Jefferson County. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

I understand and agree nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment.

I have received the handbook, and I understand that it is my responsibility to read and comply with policies contained in this handbook and revisions made to it.

Employee's Name (Print)

Employee's Signature

Social Security Number (last four digits)

Date