

**Delaware County
Receipt & Acknowledgement
of Employee Handbook**

The Personnel Policy Handbook is an important document to help employees become acquainted with Delaware County's employment policies and procedures. The Personnel Policy Handbook serves as a guide; however, individual circumstances may call for individual attention. The contents of the Personnel Policy Handbook may be changed at any time at the discretion of the Delaware County Commissioners. The Personnel Policy Handbook is NOT a contract between Delaware County and the employee.

Read the following statements and sign below to indicate receipt and acknowledgement of the Delaware County Personnel Policy Handbook.

1. I understand the Personnel Policy Handbook written for the employees of Delaware County is available to me on the County's internet site and agree to read and familiarize myself with the Personnel Policy Handbook. I understand the official Personnel Policy Handbook is the current electronic version posted on the County's internet site.
2. I understand the policies and benefits described in the Personnel Policy Handbook are subject to change at the sole discretion of Delaware County at any time.
3. I understand the policies and benefits described in the Personnel Policy Handbook are guidelines and that there may be unanticipated situations, which do not fit within the guidelines as set forth in the Personnel Policy Handbook. Therefore, Delaware County reserves the right to deviate from stated policies.
4. I understand that my employment is terminable at will, either by myself or Delaware County, regardless of the length of my employment or the granting of benefits of any kind.
5. I understand that the Personnel Policy Handbook is not intended to and does not create a contractual obligation of any kind between Delaware County and the employee.
6. I understand that should the Personnel Policy Handbook content be changed in any way, Delaware County may require an additional signature or acknowledgement from me to indicate that I am aware of and understand any new policies.
7. I understand that the signed original of this Acknowledgement will be filed in my employee file maintained by the Human Resources department.

Employee's Printed Name

Date

Employee's Signature