

Employee Handbook Acknowledgement

I have received the Bulloch County Employee Handbook and understand it is my responsibility to thoroughly review, understand and comply with each of the policies described therein. If I have questions about any of the policies, I realize it is up to me to get clarification from my manager or from Human Resources.

I understand that neither this Handbook nor any other Bulloch County policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur. I understand that Bulloch County may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. Any written or oral statement by a supervisor or department director contrary to the personnel policy manual is invalid and should not be relied upon by any employee.

I understand and agree that I will read and comply with the policies contained in this Handbook and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

Employee Printed Name

Date

Employee Signature

I also acknowledge that I have received, read, and understand the Harassment policy of Bulloch County. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of employment.

Employee Printed Name

Date

Employee Signature