



# Livingston County

## ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL MANUAL

By signing below, I acknowledge that I have been provided access to the Livingston County Personnel Manual (*Revision date March 25, 2019*).

I further acknowledge that it is my responsibility to become aware of the provisions within such policy manual and to seek to become aware of the provisions which I do not understand from my supervisor and/or Human Resources. I also acknowledge it is my responsibility to ask questions and clarify misunderstandings.

It is further my understanding that this manual is not a contract, and is subject to modification by the Board of Commissioners within their discretion, but rather it is intended as an informational guideline of the County's personnel policies.

**I acknowledge that I have been informed of the location of the electronic version of the Livingston County at the Livingston County Human Resources Home Page.**

<https://www.livgov.com/administration/Documents/policies/non-union-Personnel-Manual.pdf>

Date

Employee Signature

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