

**AUSTIN COUNTY  
PERSONNEL POLICIES & PROCEDURES ACKNOWLEDGMENT**

**ELECTED OFFICIAL  
ACKNOWLEDGMENT FORM**

Name of Elected Official (Print): \_\_\_\_\_

Office of Elected Official: \_\_\_\_\_

**These Policies and Procedures Apply to Your Job.  
Please Read Them Carefully.**

- I have received my copy of the Austin County Personnel Policies & Procedures effective December 11, 2000, including revisions 2022-2023, 2024-2025 or have accessed them via the internet [www.austincounty.com](http://www.austincounty.com)
- It is my responsibility to read and comply with the policies and procedures in this document and any revisions made to it.
- Upon separation from Austin County, I agree to return any county property in my possession and acknowledge that failure to do so may result in legal action by Austin County against me.
- I undersigned have read the Austin County Employee policy manual that the Austin County Commissioner's Court has adopted. As an Elected Official of Austin County, I endorse and approve the Employee policy manual. I approve the documents as it reflects my commitment to Austin County employees and it reflects my commitment to conform to appropriate state and federal laws.
- I agree to be bound by the terms and conditions of the Austin County Employee policy manual, as witnessed by my signature below.

Elected Official Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND SIGNED AT THE TIME OF ISSUANCE/ACCESSIBILITY OF THE  
EMPLOYEE HANDBOOK. A COPY OF THIS ACKNOWLEDGMENT IS TO BE PLACED IN EACH EMPLOYEE'S  
PERSONNEL FILE.**