

AUSTIN COUNTY PERSONNEL POLICIES & PROCEDURES ACKNOWLEDGMENT

EMPLOYEE ACKNOWLEDGMENT FORM

Name of Employee (Print): _____

Department: _____

**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
- 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.
- It is expressly understood that the contents of this manual constitute the terms of my employment with Austin County as “employment-at-will”. Within requirements of state and federal law regarding employment, Austin County, can dismiss an employee at any time, with or without notice, for any reason or no reason. These personnel policies do not constitute or imply a contract, agreement, promise, or guarantee of employment or of continued employment. Austin County has the right to change these policies at any time, without prior notice to employee.
- These policies and procedures govern my employment, and if I violate any of them, I will be subject to appropriate discipline.
- I should talk to my supervisor if I have any questions about these policies and procedures or issues not addressed in them.

Employee 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.