**Employee Handbook Acknowledgement**

I have received a copy of the Brewster County Employee Handbook that outlines my benefits and obligations as a County Employee. I understand that I am responsible for reading and familiarizing myself with the information in this manual and understand that it contains general personnel policies of the County. If I need clarification on any of the information in this manual, I will contact my immediate supervisor

I further understand that the Brewster County Employee Handbook is not a contract of employment. I understand that my employment may be terminated by either myself or the County, at any time, with or without cause, and with or without notice.

I understand that this employee handbook is intended to provide guidance in understanding Brewster County policies, practices, and benefits. Except for the policy of “At-Will” employment, I understand that Brewster County retains the right to change this handbook, and to modify or cancel any of its employee benefits when the need for change is recognized

I further understand that as a Brewster County employee, I have a personal responsibility to provide quality service to the public, to achieve the highest degree of safety possible for my fellow workers, to continually make suggestions for improvements and to display a spirit of teamwork and cooperation.

I have read these policies and understand that I must abide by and adhere to there policies.

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Signature of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Employee

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Signed