

PORTAGE COUNTY COMMISSIONERS
RECEIPT OF THE PERSONNEL POLICY MANUAL

PLEASE READ CAREFULLY, SIGN AND RETURN THIS RECEIPT TO YOUR SUPERVISOR OR TO THE HUMAN RESOURCES DEPARTMENT.

I have received my copy of the Portage County Commissioners' Personnel Policy Manual revised 5/04/12, which outlines my rights and responsibilities as a Portage County employee.

The Board of Commissioners reserves the right to add, delete or modify any of the policies contained herein. If that occurs, I understand I will be provided with a copy of any changes.

I will read and familiarize myself with the information contained in this manual. I fully understand that it constitutes the personnel policies of the Portage County Commissioners. I also understand that this manual does not constitute a contract of employment.

I understand that if there is a conflict between the provisions expressed in this manual and any applicable collective bargaining agreement or any state or federal law, then the applicable collective bargaining agreement, state or federal law prevails. If any provisions of this manual are not addressed in an applicable collective bargaining agreement, then the manual prevails.

Employee Name (Please print)

Department

Signature of Employee

Date

* * * * *

Employee _____ refused to sign or accept receipt of the manual.

Witness Signature

Date