IX. Employee Acknowledgement

Acknowledgment of Receipt of 2021 Personnel Policies

Morrow County Employee Handbook 2021

I acknowledge that I have received and will read a copy of Morrow County's 2021 Personnel Policies and Employee Handbook. I also understand that a copy of the Personnel Policies and Employee Handbook is available to me at any time to review on the Human Resources Shared Drive.

I understand that Morrow County has adopted the Personnel Policies and Employee Handbook only as a general guide about policies, work rules and the work environment, and that they are subject to change at any time at Morrow County's sole discretion. I also understand that the Personnel Policies and Employee Handbook take precedence over any other contradictory statements, other than those found in applicable collective bargaining agreements. I acknowledge that the Personnel Policies and Employee Handbook are not an employment contract and are not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either Morrow County or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review Morrow County's policies regarding Equal Employment Opportunity and that Morrow County aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding Equal Employment Opportunities, discrimination, retaliation or harassment to Human Resources, the County Administrator, or any trusted manager or supervisor.

During my employment with Morrow County, I understand that it is my responsibility to remain informed about the policies as revisions, updates, and new polices are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

_____ _____

Employee Signature Date

The original of this document will be kept in the Employee's personnel file. A copy will be provided to the Employee upon request.