

Policies and Procedures

Receipt and Acknowledgement

By signing this statement, I acknowledge that I have received a copy of the personnel policies and procedures manual issued by my employer, Montgomery County Government. I acknowledge that it is my responsibility to read and comprehend the information contained in this manual and to consult with my supervisor/manager if I have any questions concerning its contents.

I understand and agree:

1. that this manual is intended as a general guide to personnel policies at Montgomery County Government and that it is not intended to create any sort of contract between Montgomery County Government and any one or all of its employees;
2. that this manual states Montgomery County Government's policies and practices in effect on the date of publication,
3. that Montgomery County Government may modify any or all of these policies, in whole or in part, at any time, with or without prior notice; and
4. that in the event Montgomery County Government modifies any of the policies contained in this manual, the changes will become effective immediately upon issuance of the new policy by Montgomery County Government.

I further understand and agree that my employment with Montgomery County Government may be terminated by me or by Montgomery County Government at any time, for any reason permitted by law. I understand that no person other than the Mayor (or designee) has any authority to enter into any contract of employment for any specific period of time and further understand and agree that the Mayor (or designee) may do so only in a written document signed by the Mayor and myself.

I understand that as an employee of Montgomery County Government I am required to review and follow the policies set forth in the personnel manual and I agree to do so.

Employee Name (Printed)

Date

Employee Signature