

# EMPLOYEE ACKNOWLEDGEMENT

I was trained on the Employee Handbook during employee orientation, and I acknowledge that I have been informed and understand the following:

- My employment with the County is “at-will” which means my County employment may be terminated at any time, by the County or by me, with or without notice or cause;
- The policies in the Employee Handbook in no way alter the “at-will” nature of my County employment;
- This Employee Handbook supersedes and replaces all prior Employee Handbooks, personnel policies and manuals;
- The policies in the Employee Handbook are subject to change by official County Council action taken at a Council meeting noticed and held in accordance with the South Carolina Freedom of Information Act with no other notice required;
- The Employee Handbook is kept current in hardcopy in the Human Resources Department during regular County business hours;
- The Employee Handbook is kept current online on the County’s website accessible 24-hours a day 7-days a week; and
- It is my responsibility to read, understand, become familiar with, keep current of any changes in, and comply with the policies in the Employee Handbook.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Employee’s signature date

\_\_\_\_\_  
Employee printed name

**HUMAN RESOURCES COPY**

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