



PERSONNEL POLICY MANUAL ACKNOWLEDGEMENT

I acknowledge receipt of a copy of the Personnel Policy Manual, and I realize that during my employment with the Belmont County Engineer I will be informed from time to time, formally or informally, of various employment policies or benefits.

I also have been advised, and understand, that the only official source of personnel policy in the Engineer's Department will be documents issued from time to time by the Engineer. I understand that I have the right to contact the Engineer if I have questions concerning the policies on personnel or employment matters. I understand that nothing contained in any personnel policy or document issued by the employer, or any statements of supervisors or managers, is intended to create or suggest any contract between the Belmont County Engineer, my employer, and myself for either employment or the providing of any benefit. I understand that I have the right to terminate my employment at any time, and that the employer retains a similar right subject to the provisions within the confines of the Final Labor Agreement, if I am subject thereto.

SIGNATURE

DATE