Livingston County

ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL MANUAL

By signing below, I acknowledge that I have been provided access to the Livingston County Volunteer/Intern Personnel Manual (*Revision date September 5, 2017).*

I further acknowledge that it is my responsibility to become aware of the provisions within such policy manual and to seek to become aware of the provisions which I do not understand from my supervisor and/or Human Resources. I also acknowledge it is my responsibility to ask questions and clarify misunderstandings.

It is further my understanding that this manual is not a contract, and is subject to modification by the Board of Commissioners within their discretion, but rather it is intended as an informational guideline of the County's personnel policies.

I acknowledge that I have been informed of the location of the electronic version of the Livingston County at the Livingston County Human Resources Home Page.

https://www.livgov.com/hr/Documents/policies/Volunteer-%20Personnel%20Manual%20.pdf

_____ **X** _____

Date **Volunteer/Intern Signature**