Livingston County

ACKNOWLEDGMENT OF RECEIPT OF PERSONNEL MANUAL

By signing below, I acknowledge that I have been provided access to the Livingston County Personnel Manual (*Revision date May 11, 2026)*.

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 Personnel Manual at the Livingston County Human Resources Home Page.

https://milivcounty.gov/wp-content/uploads/Personnel-Manual-Non-Union.pdf

_____ **X** _____

Date **Employee Signature**