

**ACKNOWLEDGEMENT OF RECEIPT**

I have received access to the Catoosa County Board of Commissioners Employee Handbook. I understand I may access the handbook electronically online at [www.catoosacountyga.gov](http://www.catoosacountyga.gov) under the Employee Info tab and I may view a hard copy maintained by my Department Director and Supervisors or the Human Resources Department. If I choose, I may request a personal hard copy from the Human Resources Department.

The Employee handbook describes important information about the Catoosa County Board of Commissioners, and I understand that I should consult the County Manager or Human Resources Director regarding any questions not answered in the Handbook. I have entered into my employment relationship with the Catoosa County Board of Commissioners voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the Catoosa County Board of Commissioners can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.**

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with the Catoosa County Board of Commissioners. By distributing this Handbook, the Catoosa County Board of Commissioners expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by the Catoosa County Board of Commissioners, and the County reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Catoosa County Board of Commissioners has the ability to adopt any revisions to the policies in the Handbook.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment with the Catoosa County Board of Commissioners and that employment with the County is employment at-will, which may be terminated at the will of either the County or myself. Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document.**

I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by the Catoosa County Board of Commissioners or myself.

I have received access to the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in the Handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Name (Print)

**TO BE MAINTAINED IN EMPLOYEE'S PERSONNEL FILE**