

Employee Acknowledgment Form

By signing this form, I acknowledge that I have received a copy of the personnel policies currently in effect for my office as of this date, and I understand that it is my responsibility to read and comply with the policies. These policies cannot and are not intended to answer every question about my employment with Campbell County. I understand that I should consult my employer regarding any part of the policies that I do not understand or any questions I may have about my employment with Campbell County, which are not answered in the policies. The current policies will always be on file in the office of the Campbell County Court Clerk, and I may examine them there at any time during normal business hours.

The policies are necessarily subject to change, and I acknowledge that revisions may occur from time to time. I understand that all changes to the policies will be filed in the office of the Campbell County Court Clerk. Although my employer will usually provide me with notice of changes, I understand that changes will apply to me regardless of whether I receive actual notice. I understand that revised information may supersede, modify or eliminate any or all of the policies at any time. All information contained in the policies is subject to applicable state and federal laws, rules and regulations, and I understand that to the extent that any such laws may conflict with any provision of the policies, such laws, rules and regulations will control.

I have entered into my employment relationship with Campbell County voluntarily, and I acknowledge that there is no specific length of employment and that my employment may be terminated by me or by my employer at will, without cause or prior notice, at any time.

I acknowledge that under the provisions of T.C.A. 39-16-504. Government record; destructing, tampering or fabrication, which currently states the following:

- (a) It is unlawful for any person to:
 - (1) Knowingly make a false entry in, or false alteration of, a governmental record;
 - (2) Make, present, or use any record, document or thing with knowledge of its falsity and with intent that it will be taken as a genuine governmental record; or
 - (3) Intentionally and unlawfully destroy, conceal, remove or otherwise impair the verity, legibility or availability of a governmental record.
- (b) A violation of this section is a Class A misdemeanor.

I acknowledge that none of the county's policies may be construed to create a contract of employment or any other legal obligation, express or implied and that any policy may be amended, revised, supplemented, rescinded or otherwise altered, in whole or in part, at any time, in the sole and absolute discretion of Campbell County.

Employee Name (type or print)

Employee Signature

Date

Notice: Three copies of this form should be prepared. One copy should be placed in the employee's personnel file. One copy should be given to the employee. One copy should be given to the Department of Finance.