

EMPLOYEE HANDBOOK RECEIPT & ACKNOWLEDGMENT

This is to acknowledge that I have received my copy of the Smith County Employee Handbook, and to further acknowledge that I have continuous access to the Employee Handbook via Smith County's website (www.smith-county.com).

The employee handbook describes important information about Smith County, and I understand that I should consult my Elected Official/Department Head or Human Resources regarding any questions about information contained in the handbook. I have entered into my employment relationship with Smith County voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or Smith County can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by the Smith County Commissioners Court

I understand and agree that nothing in the Employee Handbook creates, or is intended to create; a promise or representation of continued employment and that employment at Smith County is employment at-will, which may be terminated at the will of either Smith County or myself. Furthermore, I acknowledge that this handbook is not a contract of employment. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Smith County or myself.

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

Print Name

Department

Signature

Date

Witness

Date