
ACKNOWLEDGMENT OF PERSONNEL POLICIES

Employees upon receipt of their copy of The Employee Handbook or any addendum thereto, the Employee must sign a copy of the “Receipt of Employee Handbook” form below.

This handbook has been prepared for the information and guidance of employees working at Head Start of Washington County, Inc. It is intended to cover the procedures, rules and policies most often applied to day-to-day work activities. Some of the information will change from time to time since our policies are under constant review and are revised when appropriate. There is no guarantee of employment made to any staff member in the Employee Manual Personnel Policies.

The Employee Handbook is located on our website at www.headstartwashco.org
Section: Employee Portal; Employee Handbook

RECEIPT OF EMPLOYEE HANDBOOK

I, _____, an employee of Head Start of Washington County, Inc., acknowledge that I was informed of the Head Start of Washington County, Inc.’s Employee Handbook and have been given the opportunity to read them and ask questions about the policies. I may also submit a written request to Human Resources to receive a hard copy of the Employee Manual.

I understand that the Employee Handbook contains policies and procedures constitute management and employee guidelines only, and are in no way to be interpreted as a contract between HSWC, Inc. and myself. Rather, my employment is “at will”, and both I and HSWC, Inc. retain the right to terminate our employment relationship at any time. I further understand that HSWC, Inc. reserves the right to change, modify, or delete any of its work rules or policies at any time.

I understand that the contents of the Employee Handbook are subject to change at any time with or without prior notice.

Employee Signature

Date