

ACKNOWLEDGEMENT

I have received a copy of the Goliad County Personnel Manual which outlines my privileges and obligations as an employee, the County's Drug and Alcohol Policy, D.O.T. Drug and Alcohol Testing Policy for C.D.L. drivers and a summary of my benefits.

I acknowledge that the provisions of these policies are part of the terms and conditions of my employment and I agree to abide by them. I accept responsibility for reading and familiarizing myself with the policies of the County. If I need clarification on any of the policies in this manual, I will contact my supervisor (or County representative).

Since this information is necessarily subject to change, it is understood that any changes will be communicated to me by my supervisor through notices from the Commissioners' Court and/or through postings on employee bulletin boards.

I further understand that my employment is terminable at will so that both the County and I remain free to choose to end our relationship at any time, for any legal reason or no reason at all.

I also acknowledge that as a County employee, I have a personal responsibility to provide high quality service to the public, to achieve the highest degree of safety possible for my fellow workers and for myself, to continually make suggestions for improvements and to demonstrate a spirit of team work and cooperation. If at any time my immediate supervisor or my department head has reasonable suspicion that I am experiencing health problems with the potential of affecting the performance of my duties with or without endangering myself, fellow workers or citizens of the County, then I agree to undergo a "fit for duty" physical at the County's expense.

It is further understood that I will be granted compensatory time off in lieu of payment of overtime to the extent provided by law and that due to inclement weather, lack of work, or other business reasons I may be directed to use my accrued compensatory time by my supervisor.

Signature of Employee

Please Print Name

Date