## EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM

This Employee Handbook presents important information to help you become acquainted with Milwaukee County. It is not intended as a comprehensive resource for all policies and their interpretations. I understand that I should consult my manager or Human Resources Representative if I have any questions that are not answered in the handbook.

I understand that the policies and benefits described here are subject to change. I acknowledge that revisions to the handbook may occur with or without notice at the sole discretion of Milwaukee County. All such changes will be communicated through official notices, and I understand that revised information may replace, modify, or cancel existing policies.

I understand and acknowledge that this handbook is not a contract of employment or a legal document. My signature below indicates that 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.

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|---|---|
| EMPLOYEE'S SIGNATURE | DATE |
| EMPLOYEE'S NAME | CLOCK NUMBER |

The signed original copy of this acknowledgement form will be sent to your immediate supervisor, who will forward it to the Department of Human Resources, Courthouse, Room 210.

This handbook will be updated periodically.
Please refer to the online version for the most up-to-date information
***http://county.milwaukee.gov/HumanResources***



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