



Board of Commissioners

Anthony J. Badalamenti, President
Sabrina Christian-Bennett, Vice President
Mike Tinlin, Board Member

Department of Human Resources

**ACKNOWLEDGEMENT
PORTAGE COUNTY BOARD OF COMMISSIONERS
PERSONNEL POLICY MANUAL
Effective November 2, 2023**

PLEASE READ CAREFULLY, SIGN AND RETURN THIS FORM TO YOUR SUPERVISOR.

I have been provided with a copy of the Portage County Board of Commissioners' Personnel Policy Manual revised **November 2, 2023** or have been directed to a location where it is available online.

I will read and familiarize myself with the information contained in this manual. I fully understand that it constitutes the personnel policies of the Portage County Commissioners and governs the terms and conditions of my employment with Portage County, except as to those terms and conditions specifically addressed in an applicable collective bargaining agreement. I also understand that this manual does not constitute a contract of employment.

The Board of Commissioners reserves the right to add, delete or modify any of the policies contained herein. If that occurs, I understand I will be provided with a copy of any changes.

The Personnel Policy Manual is located online at: <https://www.portagecounty-oh.gov/human-resources>.

Employee Name (Please print)

Department

Signature of Employee

Date

Employee _____ refused to sign or accept acknowledgement of the manual.

Employee's Supervisor Signature: _____

Supervisor signature above indicates that the Employee was provided an opportunity to review and ask questions regarding the revisions of the Portage County Board of Commissioners' Personnel Policy Manual revised **November 2, 2023** and that the employee noted above has refused to sign this acknowledgement.

