

## APPENDIX E: PERSONNEL POLICY RECEIPT

### Access to Personnel Policies Manual and Agreement to Comply

I \_\_\_\_\_ have been advised that Madison County's Personnel Policies Manual is available on the County web site ([www.madisonco.virginia.gov](http://www.madisonco.virginia.gov)). I agree to comply with all provisions as set forth in this manual now and as they may in the future be modified in the future.

In addition, I specifically agree to the following:

1. I consent to monitoring of electronic communications as described in the manual.
2. I consent to screening for drugs and alcohol as described in the manual.
3. Employment with the County is by the mutual consent of the County and the employee, and either party may terminate this relationship at any time.

Signed, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

A copy of this acknowledgment shall be kept as part of the employee's personnel file.