

ADMINISTRATIVE OFFICE OF COURTS

MISSISSIPPI SUPREME COURT

ACKNOWLEDGMENT OF RECEIPT CHANCERY AND CIRCUIT COURT AOC EMPLOYEE HANDBOOK

The Employee Handbook contains important information about the Administrative Office of Courts, and I understand that I should consult the Director regarding any questions not answered in the handbook. I have entered into my at-will employment relationship with the Administrative Office of Courts voluntarily and understand that I may be removed from my position at any time and that I may choose to leave.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Director has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I understand that this handbook is neither a contract of employment nor a legally-binding agreement. I have had an opportunity to read the handbook, and I understand that I may ask the Director questions I might have concerning the content of the handbook. I accept the terms of the handbook. I understand that it is my responsibility to comply with the policies contained in this handbook and any revisions made to it. I further agree that if I remain with the Administrative Office of Courts following any modifications to the handbook, I thereby accept and agree to such changes.

I have received a copy of the Employee Handbook on the date listed below. I understand that I am expected to read the entire handbook. Additionally, I will sign the Acknowledgment of Receipt, retain one copy for myself, and return the original to the Supreme Court Finance Office. I understand that this form will be retained in my personnel file.

Signature of Employee

Date

Employee's Name - Printed

Court

Received by Finance Office:

By: _____

Date: _____
