

ADMINISTRATIVE OFFICE OF COURTS

MISSISSIPPI SUPREME COURT

ACKNOWLEDGMENT OF RECEIPT CHANCERY AND CIRCUIT COURT COURT REPORTER 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 my employment relationship with the Administrative Office of Courts voluntarily and understand that I may be removed from my position due to incompetency or neglect of duty.

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: _____