

EMPLOYEE ACKNOWLEDGEMENT

I acknowledge that I received a copy of the Employee Handbook for the State of West Virginia, Department of Transportation. I further acknowledge that I am responsible for becoming familiar with its contents. I understand that this handbook is presented solely for informational purposes and provides only a brief overview of policies, benefits, and services.

In the event of any inconsistencies between the information presented in this handbook and individual agency policies, the current Administration Rule of the West Virginia Division of Personnel and/or any state or federal law will prevail. Amendments to state and federal law, personnel policies and the Administrative Rule may supplement, modify, or supersede the contents of this handbook.

The Department reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or part, at any time, with or without notice. The language used in this publication is not intended to create, nor is it to be construed to constitute a contract between the Department and any or all of its employees.

Employee Name: _____

Social Security Number: _____

Employee Signature: _____ Date Signed: _____