



**ACKNOWLEDGMENT OF RECEIPT
SWORN**

I UNDERSTAND I AM TO BECOME FAMILIAR WITH THE CONTENTS OF THE HANDBOOK, DATED 12/20/2016, AS IT OUTLINES COUNTY GUIDELINES. IF I HAVE QUESTIONS, I UNDERSTAND THAT I SHOULD TALK TO MY SUPERVISOR AND/OR HUMAN RESOURCES

FURTHER, I UNDERSTAND:

- I KNOW I CAN ACCESS THE POLICY MANUAL ELECTRONICALLY. I CAN ACCESS THE POLICY MANUAL ON THE PUBLIC LARAMIE COUNTY WEBSITE AND THROUGH THE INTRANET SITE. IF I WISH TO HAVE A HARD COPY OF THE HANDBOOK, I CAN PRINT INDIVIDUAL POLICIES OR THE WHOLE HANDBOOK FROM THESE SOURCES. IF I DO NOT HAVE THE ABILITY AND/OR DO NOT HAVE ACCESS TO THESE SOURCES, IT IS MY RESPONSIBILITY TO CONTACT HUMAN RESOURCES TO PROVIDE ME A COPY OF THE MANUAL.
- THE CONTENTS OF THIS HANDBOOK AND ANY VERBAL STATEMENTS OF MANAGEMENT DO NOT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT.
- THIS HANDBOOK REPRESENTS A BRIEF SUMMARY OF SOME OF THE MORE IMPORTANT COUNTY GUIDELINES AND IT IS NOT ALL-INCLUSIVE. IT REPLACES ALL PREVIOUSLY ISSUED EDITIONS.
- EMPLOYEES HIRED BY LARAMIE COUNTY TO BE SWORN PEACE OFFICERS ARE SUBJECT TO A 18 MONTH PROBATIONARY PERIOD, MEASURED AS 18 MONTHS FROM THEIR FIRST DAY OF PAID EMPLOYMENT. AT ANY TIME DURING THIS PROBATIONARY PERIOD, THE EMPLOYEE MAY BE DISCHARGED FROM EMPLOYMENT WITH OR WITHOUT CAUSE OR NOTICE, AND WITHOUT THE RIGHT TO APPEAL OR OPPORTUNITY FOR HEARING.
- EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT, THE COUNTY RETAINS THE SOLE RIGHT TO MODIFY, SUSPEND, INTERPRET, OR CANCEL IN WHOLE, OR IN PART, ANY OF THE PUBLISHED OR UNPUBLISHED COUNTY GUIDELINES OR PRACTICES. THE COUNTY CAN TAKE SUCH ACTIONS WITHOUT ADVANCE NOTICE AND WITHOUT HAVING TO GIVE JUSTIFICATION.
- AFTER SUCCESSFULLY COMPLETING HIS OR HER 18 MONTH PROBATIONARY PERIOD, IF NOT A MEMBER OF THE EXECUTIVE STAFF, NO SWORN FULL-TIME DEPUTY SHALL BE DISCHARGED FROM EMPLOYMENT, DEMOTED OR SUSPENDED WITHOUT PAY EXCEPT FOR CAUSE AND AFTER NOTICE AND OPPORTUNITY FOR A HEARING PURSUANT TO W.S. 18-3-611
- ONLY THE BOARD OF COMMISSIONERS, IN A PUBLIC MEETING, HAS THE AUTHORITY TO ENTER INTO ANY EMPLOYMENT AGREEMENT FOR A SPECIFIED DURATION. SUCH AGREEMENT WILL BE VALID AND BINDING ON THE COUNTY ONLY IF IT IS EXPRESSLY SET FORTH IN A WRITTEN DOCUMENT SIGNED BY ME AND BY THE BOARD OF COMMISSIONERS. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Print Employee Name

Employee Signature

Date