
**STOREY COUNTY ADMINISTRATIVE
POLICIES AND PROCEDURES**

NUMBER: 100
EFFECTIVE DATE: 08/03/10
REVISED: 12/15/16 | 01/02/18
12/03/24
AUTHORITY: BOC
COUNTY MANAGER: AO

SUBJECT: EMPLOYER PERSONNEL POLICIES AND ACKNOWLEDGEMENT

I. Purpose:

To ensure employees receive and acknowledge County Administrative Policies.

II. Policy:

All employees of Storey County are expected to read and familiarize themselves with the contents of these policies.

III. Procedures:

- A. After receiving and reviewing these policies, each employee is expected to sign an acknowledgement form (reference: *Employer Personnel Policies – Acknowledgment and Receipt*). The employee should return the signed acknowledgement form to the HR Office for inclusion into his/her personnel file.
- B. Employees who fail to comply with these policies may be subject to disciplinary action, up to and including termination.
- C. All changes, revisions, additions, and notices of deletions to these policies will be made available to all employees.

IV. RESPONSIBILITY FOR REVIEW: The County HR Director will review this policy every 5 years or sooner as necessary.