



## WV Department of Administration Employee Handbook Acknowledgement of Receipt

By signing below, I certify that I have received and reviewed the WV Department of Administration Employee Handbook.

I understand that I am obligated to adhere to the guidelines established and outlined within the WV Department of Administration Employee Handbook.

I understand that violation of the guidelines, policies and procedures may subject me to disciplinary action up to and including termination of my employment.

\_\_\_\_\_  
Employee Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature