



PERSONNEL POLICIES & PROCEDURES MANUAL SUMMARY SHEET SIGN-OFF

I, _____, have received the New Castle County Personnel Policies & Procedures Manual Summary Sheet. I am aware that it is my responsibility to review and become familiar with all NCC policies and as updates and new policies become available to update my own resource when applicable.

Note to Employee: This form should be signed, witnessed, and will be retained for placement in your personnel file. Please remember to update your personnel policy binder as necessary.

Signature of Employee

Date

Signature of Witness

Date

cc: Personnel File