



THE STATE OF TEXAS
TEXAS MILITARY DEPARTMENT
POST OFFICE BOX 5218
AUSTIN, TX 78763-5218
512-782-5001

Acknowledgement of Receipt

State Human Resources Policies & Procedures Manual

I, _____, acknowledge that I have received, reviewed and understand the Texas Military Department's (TMD) State Human Resources Policy & Procedures manual. I understand that I am responsible for knowing and following the policies outlined in this manual.

I understand that TMD's policies and procedures: (1) are subject to change at the discretion of the Adjutant General of Texas (Adjutant General); (2) do not in any manner constitute an employment contract express or implied between me and the TMD; and (3) do not create a property right.

As an employee of the TMD I am an "at-will" employee and serve at the pleasure of the Adjutant General. I understand that I have been employed for an indefinite period of time and that my employment may be terminated at any time, with or without cause or notice, at the discretion of the Adjutant General or by me. My status as an at-will employee cannot be altered unless the intent to do so is done expressly in writing and signed by the Adjutant General.

I agree to comply with TMD's rules and regulations during my employment with the agency, including TMD's policies prohibiting discrimination and harassment.

I understand that if I violate any TMD policy I may be subject to disciplinary action, up to and including dismissal from the agency.

Employee Signature

Date

-TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE -