**Jefferson County**

**Emergency Medical Services District**

**Standard Operating Guidelines**

**(SOGs)**

Updated October 14, 2019

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Employee Acknowledgement

**Employee Acknowledgement**

**Acknowledgement of Receipt of JCEMSD SOGs and Policies**

I acknowledge that I have received and will read a copy of JCEMSD’s 2019 District Standard Operating Guidelines (SOGs) and Policy Manual. I also understand that a copy of the JCEMSD District’s SOGs and Policy Manual is available to me at any time to review on the JCEMSD web site at jeffersoncountyems.com or in the Chief’s office.

I understand that JCEMSD has adopted the JCEMS District SOGs and Policy Manual only as a general guide about policies, work rules and the work environment and that they are subject to change at any time in JCEMSD’s sole discretion. I acknowledge that the JCEMS District SOGs and Policy Manual is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either JCEMSD or I may terminate my employment relationship at any time, for any or no reason, with or without cause, and with or without advance notice. I acknowledge that no promises have been made to me that are inconsistent with this “at will” statement.

I understand that JCEMSD complies with all applicable laws regarding equal employment opportunity and provides a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to the Chief or the Asst. Chief.

During my employment with JCEMSD, I understand that it is my responsibility to remain informed about the policies, revisions, updates and new policies as issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

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Employee’s Name Printed Employee’s Signature Date

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Witness’s Name Printed Witness’s Signature Date

The original of this document will be kept in the Employee’s personnel file. A copy will be provided to the Employee upon request.