



Tennessee Department of Children's Services
**ACKNOWLEDGEMENT – EMPLOYEE HANDBOOK AND
 PERSONNEL RESOURCE MANUALS**

Give a signed copy to the employee and return the original to the **DCS Human Resources** office for placement in the employee's official personnel file.

Name: _____ Dept./Division: _____
 Location: _____ Employment Date: ____ / ____ / ____
 Work Telephone No: (____) ____ - _____

I have received instructions on how to access the DOHR Employee Handbook and DCS Personnel Resource Manuals that are listed on the DCS Intranet website:
http://www.intranet.state.tn.us/chldserv/DCS_Personnel/index.htm. I will abide by all of the policies and procedures provided.

Also, I have been informed that if I cannot access the DOHR Employee Handbook or DCS Personnel Resource Manuals via the DCS Intra/Internet Website, the manuals will be provided to me in hard-copy format at the designated location at my work site listed below:

Further, I understand that DCS reserves the right to change or amend policies and procedures at any time and that I will receive notification of any changes. I understand that I am required to comply with all changes, additions or amendments upon receipt.

Employee's Name(Type or Print)	Employee's Signature	Edison ID No.	/ / Date
Human Resource Officer's Signature	/ / Date		

