

ACKNOWLEDGEMENT

This will serve to notify my employer, Doña Ana County Head Start/Early Head Start, that I have received my electronic copy of Doña Ana County Head Start/Early Head Start Personnel Policies and Procedures Manual and the URL Link to the NMSU Policies Manual and that it is my responsibility to read and follow the policies, practices, rules and regulations as a condition of employment.

SIGNED: _____

(Employee's Signature)

DATE: _____

SIGNED: _____

(Supervisor's Signature)

DATE: _____

Print out this page after review and signature and submit to the Director to be placed in your administrative personnel file.