



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 at <https://www.tn.gov/hr/pr/forms-documents.html> and DCS Personnel Resource Manuals that are listed on the DCS website: <https://www.tn.gov/dcs/program-areas/qi/policies-reports-manuals/policiesprocedures.html>. I will abide by all of the policies and procedures provided.

Also, I am acknowledging 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 by my supervisor upon request.

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

Check the "Forms" Webpage for the current version and disregard previous versions. This form may not be altered without prior approval.

