

## ***Receipt for MVA Employee Handbook***

I certify that I have received a copy of the Motor Vehicle Administration, Transportation Service Human Resources System (TSHRS) Employee Handbook on this date. I realize it contains informative overviews on the Department, its human resources system, leave privileges, benefits and options. I understand the handbook is intended to be a guide and is not considered to be a contract or terms of employment. I further understand it is my responsibility to familiarize myself with the contents.

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Employee's Signature

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Date

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Please Print Your Name

cc: Official Personnel File

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