

Confidentiality Agreement

This Agreement is made between _____ (“EMPLOYEE”) and Jefferson County on _____, 20____. EMPLOYEE will perform services for Jefferson County which may required Jefferson County to disclose confidential and proprietary information (“Confidential Information”) to EMPLOYEE. (Confidential information is any information of any kind, nature, or description concerning any matters affecting or relating to Employee’s services for Jefferson County, the business or operations of Jefferson County, and/or the products, drawings, plans, processes, or other data of Jefferson County). Accordingly, to protect the Jefferson County Confidential Information that will be disclosed to EMPLOYEE, the EMPLOYEE agrees as follows:

- A. EMPLOYEE will hold the Confidential Information received from Jefferson County in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others.
- B. EMPLOYEE will not disclose or divulge either directly or indirectly the Confidential Information to others unless first authorized to do so in writing by Jefferson County.
- C. EMPLOYEE will not reproduce the Confidential information nor use this information commercially or for any purpose other than the performance of his/her duties for Jefferson County.
- D. EMPLOYEE will, upon the request or upon termination of his/her relationship with Jefferson County, deliver to Jefferson County any drawings, notes, documents, equipment, and materials received from Jefferson County or originating from its activities for Jefferson County.
- E. Jefferson County shall have the sole right to determine the treatment of any information that is part or project specific received from EMPLOYEE, including the right to keep the same as a trade secret, to use and disclose the same without prior patent application, to file copyright registration in its own name or to follow any other procedure as Jefferson County may deem appropriate.
- F. Jefferson County reserves the right to take disciplinary action, up to and including termination for violations of this agreement. EMPLOYEE represents and warrants that it is not under any preexisting obligations inconsistent with the provisions of this Agreement.

Signing below signifies that the EMPLOYEE agrees to the terms and conditions of the agreement stated above.

Employee Name (Print)

Date

Employee Signature

Human Resources Name (print)

Date

Human Resources Signature

EMPLOYEE HANDBOOK ACKNOWLEDGEMENT AND RECEIPT

I have received my copy of the Employee Handbook.

The Employee Handbook describes important information about Jefferson County, and I understand that I should consult my Office Holder regarding any questions not answered in the handbook. I have entered into my employment relationship with Jefferson County voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or Jefferson County can terminate the relationship at will or following union contract, with or without cause, at any time, so long as there is not a violation of applicable federal or state law or union contract.

I understand and agree that no manager, supervisor or representative of Jefferson County has any authority to enter into any agreement for employment other than at will.

This handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representation, or statement regarding the terms and conditions of my employment with Jefferson County other than applicable union contract. By distributing this handbook, the County expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein other than applicable union contract.

I understand that, except for employment "at will" status, any and all policies and practices may be changed at any time by Jefferson County and the County reserves the right to change my hours, wages and working conditions at any time if negotiated with applicable union. All such changes will be communicated through official notices or union contracts and I understand that revised information may supersede, modify or eliminate existing policies.

I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at Jefferson County is employment "at will" except for employees who are represented by applicable unions, which may be terminated at the will of either Jefferson County or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by Jefferson County or me.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Signature _____

Date _____

Employee Name (Print) _____

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE