

## **EMPLOYER PERSONNEL POLICIES**

The attached document is a copy of the personnel policies for all employees of Humboldt County. The contents of these policies do not constitute a contract of employment and should not be construed as a guarantee of continued employment with Humboldt County. Any provision of these policies that conflicts with the provisions of a collective bargaining agreement (CBA) is superseded by the provisions of that CBA for employees in the bargaining unit.

## **ACKNOWLEDGMENT AND RECEIPT**

This is to acknowledge that I have received the Humboldt County's personnel policy which were adopted/updated October 19, 2015 and all relevant forms for these policies and sections.

I acknowledge that I am expected to read, understand, and adhere to these policies and that I am governed by the contents of these policies unless there is a direct conflict with my collective bargaining unit's agreement, if applicable. I understand that my failure to comply with these policies may result in disciplinary action, up to and including termination. If I have questions concerning these policies, I will bring it to the attention of my supervisor, department head, or Humboldt County's administration.

I also understand that Humboldt County may change, rescind, or add to any policies, benefits, or practices described in these policies from time to time and without prior notice, at the sole and absolute discretion of Humboldt, provided such changes, rescissions and/or additions are not prohibited by law. I will be responsible to maintain these policies, inserting all updates issued. I agree I will return my copy of Humboldt County's personnel policies upon termination of employment with Humboldt County.

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Employee's Signature

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Employee's Name (Printed)

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Date