



# Acknowledgement of Receipt and Understanding of Employee Handbook and Board Policies Within

County of Riverside Human Resources  
4080 Lemon Street, Riverside Ca 92506, (951) 955-3501

## HUMAN RESOURCES OFFICE COPY (EMPLOYEE PLEASE SIGN AND RETAIN A COPY)

I hereby certify that I have reviewed and fully understand the content of the County of Riverside Employee Handbook and that I have received instructions on how to access the handbook on the County’s Human Resources website. I also acknowledge that I have been given the opportunity to discuss any policies contained in the handbook with a County official. I agree to abide by the policies set forth in this handbook and understand that compliance with the County’s rules and regulations is necessary for continued employment. I acknowledge it is my responsibility to stay up to date on all policy changes as I am held to the most current policy language. My signature below certifies my knowledge, acceptance and adherence to the County’s policies, rules, and regulations.

### Policies Acknowledged:

A-50 [Electronic Media and Use Policy](#)  
Implemented 6/2/2009

C-12 [Safety Policy](#)  
Implemented 4/10/2007

C-27 [Workplace Violence, Threats and Securities](#)  
Implemented 2/7/2017

B-23 [Health Information Privacy & Security Policy](#)  
Implemented 5/20/2019

C-23 [Disciplinary Process Policy](#)  
Implemented 4/10/2007

C-35 [Standards of Ethical Conduct to Address Fraud, Waste and Abuse](#)  
Implemented 10/16/2012

C-10 [Alcohol and Drug abuse Policy](#)  
Implemented 4/10/2007

C-25 [Non-Discrimination & Anti-Harassment Policy](#)  
Implemented 4/8/2014

I acknowledge that the County reserves the right to modify or amend its policies at any time, without prior notice. These policies do not create any promises or contractual obligations between the County and its employees.

Employee Signature:

Date:

Employee Name and Identification Number:

#### WHERE TO LOCATE THE EMPLOYEE HANDBOOK & ALL CURRENT BOARD POLICIES

Please access the **Employee Handbook** on the County of Riverside Human Resources website at:  
RC-HR.com Home Page>>HR Services>>Employee Support>> Employee Services  
<https://rc-hr.com/HR-Services/Employee-Support/Employee-Services>

Please access the current County **Board Policies** on the County of Riverside Clerk of the Board website at:  
RIVCOCOB.com Home Page>> Board of Supervisors>> Board Policies  
<https://www.rivcocob.org/board-policies>