

HARRIS COUNTY PERSONNEL POLICIES & PROCEDURES ACKNOWLEDGMENT

EMPLOYEE ACKNOWLEDGMENT FORM

Name of Employee (Print): _____ Employee ID# _____

Department: _____

**These Policies and Procedures Apply to Your Job.
Please Read Them Carefully.**

- I have received my copy of the Harris County Personnel Policies & Procedures effective March 12, 2022, including the amendments effective January 14, 2023, or have accessed them via the internet at <https://hrm.harriscountytexas.gov/Pages/Personnel-Policies-and-Procedures-Manual-.aspx>
- It is my responsibility to read and comply with the policies and procedures in this document and any revisions made to it.
- I acknowledge if I receive Paid Parental Leave and do not return to work for at least 180 consecutive calendar days of continuous service immediately after the expiration of such leave, I will repay the Paid Parental Leave funds received.
- Upon separation from Harris County, I will return all County equipment and property. Any equipment or property not returned in a timely manner will be deducted from my pay or final benefits check.
- I understand that the Auditor's office is authorized by these policies to make payroll deductions from employees' wages or salary. By my signature, below I request and authorize wage deductions from my payroll, final benefits check(s), and/or compensable accrued leave balances in the event of overpayments in my payroll, or in order to reimburse the County for equipment that I have lost through my own negligence, or have intentionally damaged, or failed to return. I understand that before any deductions occur, I will receive written notice of the specific amount owed and the amount and method of deduction.
- These policies and procedures govern my employment, and if I violate any of them, I will be subject to appropriate discipline.
- I should talk to my supervisor if I have any questions about these policies and procedures or issues not addressed in them.

Employee Signature: _____

Supervisor Signature: _____

Date: _____

THIS FORM MUST BE COMPLETED AND SIGNED AT THE TIME OF ISSUANCE/ACCESSIBILITY OF THE EMPLOYEE HANDBOOK. A COPY OF THIS ACKNOWLEDGMENT IS TO BE PLACED IN EACH EMPLOYEE'S PERSONNEL FILE.