



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

The Employee Handbook has been prepared to give you important information on the City and County's commitment to diversity, policies on work schedules, safety on the job, and your obligations as an employee. It also provides you with the basics about your health care and retirement benefits, salary administration, pay periods, holidays and the civil service system. Please read it carefully.

The following is an acknowledgement statement.

I have received or been directed to the website containing the Employee Handbook which outlines policies, benefits and my responsibilities as an employee of the City and County of San Francisco. I will familiarize myself with the contents of the Handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook.

I understand this Handbook is not intended to cover every situation which may arise during my employment, but is simply a basic guide to the policies and expectations of the City and County of San Francisco.

I understand that the City and County of San Francisco Employee Handbook is not a contract of employment and should not be deemed as such.

(Employee Signature)

(Date)

Original in Official Employee Personnel File
Copy to employee