



## County of San Bernardino POLICY ACKNOWLEDGEMENT

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The Policy Acknowledgement form is required for newly hired employees to sign stating that they have received copies of the following County policies:

- ◆ Standards of Dress and Grooming (Policy No. 07-16)
- ◆ Substance Abuse/Reasonable Suspicion Drug and Alcohol Testing (Policy No. 07-17)
- ◆ Electronic Mail (E-mail) Systems (Policy No. 09-01)
- ◆ Internet/Intranet Use Policy (Policy No. 09-04)
- ◆ Non-Discrimination Harassment Policy (Policy No. 07-01)
- ◆ Personnel Rules - Rule 1, Code of Ethics and Commitment to County Public Service
- ◆ Use of County Telephone Systems (Policy No. 09-03)
- ◆ Violence and Threats in the Workplace – Zero Tolerance (Policy No. 13-07)

### **PAYROLL SPECIALIST RESPONSIBILITIES**

- ◆ Obtain policies from County Policy Manual website - <http://countyline.sbcounty.gov/policy/>
- ◆ Provide policies and Acknowledgement form to newly hired employee
- ◆ Retain copy of form for department file
- ◆ Forward original form to EMACS-HR (0030) with applicable New Hire JAR packet