



**P I N A L ♦ C O U N T Y**  
*wide open opportunity*

PINAL COUNTY  
HUMAN RESOURCES DEPARTMENT  
*Administration Building No. 1, P.O. Box 1590, Florence, Arizona 85232*  
*Telephone: (520) 866-6227/ FAX (520) 866-6930*  
*T.D.D.: Telecommunications Device for the Deaf (520)866-6379*  
[www.pinalcountyz.gov/Departments/HumanResources](http://www.pinalcountyz.gov/Departments/HumanResources)

TO: ALL PINAL COUNTY EMPLOYEES:

Please sign the receipt below and return it to the Pinal County Human Resources Department as soon as possible. It is very important that this receipt be included in your official personnel file.

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**RECEIPT**

I certify that I have been informed that Pinal County maintains its Official Personnel Policies and Procedures and Pinal County Merit rules on the Human Resources Website at [www.pinalcountyz.gov/Departments/HumanResources](http://www.pinalcountyz.gov/Departments/HumanResources) and. I understand that it is my responsibility to go to the site to read and become familiar with all of the provisions contained herein.

Name (Print): \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_