



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

PINAL COUNTY  
HUMAN RESOURCES DEPARTMENT  
*Administration Building A, P.O. Box 1590, Florence, Arizona 85132*  
*Telephone: (520) 866-6231/ FAX (520) 866-6930*  
<http://pinalcountyz.gov/HR/Pages/home.aspx>

TO ALL PINAL COUNTY EMPLOYEES:

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

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**ACKNOWLEDGEMENT**

I certify that I have been informed that Pinal County maintains its Official Personnel Policies and Procedures, and the Pinal County Employee Merit Rules on the Human Resources Website at <http://pinalcountyz.gov/HR/Pages/home.aspx> . I understand that it is my responsibility to go to the site to read and become familiar with all of the provisions contained herein. I further acknowledge that I am to abide by and adhere to the County's Policies, Procedures and Merit Rules, and that a failure to do so may result in discipline up to and including termination.

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

Signature:

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