



Acknowledgment of Responsibility of Cobb County Government's Employee Handbook

We hope you find your Employee Handbook to be a useful tool during your employment with Cobb County as it provides a good overview of important county information. However, you should understand that this overview is only a guide and not a substitute for the official policies that govern the county.

The Employee Handbook and county policies are available on iCOBB. If you don't regularly use a computer at work, please contact your supervisor for computer access. Should you have questions about the Employee Handbook or any policy, you are encouraged to direct the questions you have to your supervisor, department/agency head, department personnel representative, and/or Human Resources.

Acknowledgment

I acknowledge that I have received a brief overview of Cobb County Government's Employee Handbook during New Hire Orientation and understand:

- I must review the handbook in its entirety on iCOBB.
- I must abide by the policies and procedures of Cobb County at all times during my employment.
- It is my responsibility to be familiar with the Employee Handbook and policies of the county.
- The county's policies and procedures are continually reviewed and are subject to change at any time during my tenure with the county.

I acknowledge and understand:

- The Employee Handbook does not constitute an employment contract with Cobb County.
- County employees, other than Civil Service employees, are at-will employees, and that if my status is that of an at-will employee, I may terminate my employment or my employment may be terminated at any time, with or without cause, and with or without notice.
- If I am employed in a department where I may be eligible to become a Civil Service employee, I must first successfully complete a working test period.
- Should I become a Civil Service employee, my employment may be terminated only in accordance with the rules and regulations applicable to employees covered by the Civil Service System.

I have been advised and understand that Cobb County is an equal opportunity employer and according to county policies harassment, discrimination and retaliation are not tolerated by any county employee.

Print Legal Name: _____

Employee ID#: _____

Signature: _____

Date: _____