

Employee Acknowledgement

I acknowledge that I have received and will familiarize myself with a copy of Hood River County's February 2025 Employee Handbook. I also understand that a copy of the Employee Handbook is available to me at any time to review on the Human Resources webpage of the Hood River County website.

I understand that Hood River County has adopted the Employee Handbook only as a general guide about policies, work rules, and the work environment, and that they are subject to change at any time in the County's sole discretion. I acknowledge that the Employee Handbook is not an employment contract and is not intended to give me any express or implied right to continued employment or to any other term or condition of employment.

I understand that either Hood River County or I may terminate my employment relationship at any time, for any lawful reason, with or without cause, and with or without notice, unless my employment is covered under a collective bargaining agreement. Other than promises that may be found in that collective bargaining agreement, I acknowledge that no promises have been made to me that are inconsistent with this "at will" statement.

I have reviewed or will review Hood River County's policies regarding equal employment opportunities and that the County aims to provide a workplace free of harassment and discrimination. I will bring any questions or concerns I have regarding equal employment opportunities, discrimination, retaliation or harassment to Human Resources, the County Administrator or any trusted manager or supervisor.

During my employment with Hood River County, I understand that it is my responsibility to remain informed about the policies as revisions, updates and new policies are issued, and to ask questions about any interpretation of any of the policies.

I have read this acknowledgement carefully before signing.

Employee Signature

Employee Printed Name

Date

**The original of this document will be kept in the employee's personnel file. A copy will be provided to the employee upon request from Human Resources.