

Treasury Department

Time & Attendance Policy

Effective: September 1, 2016

Acknowledgement of Receipt

I have read and been informed about the content, requirements and expectations of the Time & Attendance Policy for employees who work in Cuyahoga County's Treasury Department. I have received a copy of the policy and agree to abide by the policy guidelines. I understand that if I have questions, at any time, regarding the Time & Attendance Policy, I will consult my immediate Supervisor for guidance.

Please read this policy carefully to ensure that you understand the policy before signing this document.

Employee Signature: _____

Employee Printed Name: _____

Date: _____