

OMF POLICY: Working Environment

3.06 Critical Human Resources Administrative Rules

All employees are expected to comply with the Human Resources Administrative Rules (HRAR). All new OMF employees will review a set of the critical Human Resources Administrative rules and sign a confirmation of receipt form. Additionally, the Bureau of Human Resources may periodically update the critical rules and require employees to sign an updated confirmation form. A copy of this form will be placed in the appropriate bureau personnel file and in the City personnel file kept by the Bureau of Human Resources.

Reference:

[Critical HR Administrative Rules Confirmation of Receipt Form](#)

OMF Business Process Owner: Business Operations
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