

Jefferson County Commission Walking Track Access

To obtain access to the Jefferson County Commission Walking Track located at the 2121 Building, 12th Floor, Room 1201, employees must complete the *Jefferson County Walking Track Release of Liability Form*. This form must be fully executed and submitted to Human Resources. After receiving your fully executed Release Form, Human Resources will contact General Services to activate your employee ID card for access to the Walking Track room. Your card will be activated within 48 hours (2 business days) of receipt of your fully executed Release Form.

The Jefferson County Walking Track Release of Liability Form and Jefferson County Employees Walking Track Rules and Use Policy can be obtained from the Human Resources Office located at A-610 in the Main Courthouse. You can receive the Release Form, read, sign and return to Human Resources in the same trip or you can access the forms and documents via the County's intranet and hand deliver or mail to Human Resources. To access the forms online, please go to <http://courthouse.jcc.jccal.org/>; click on the Human Resources bullet on the left side of the screen; click on Employee Services; click on forms & documents; and click on your desired document or form.