

Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the **Salado ISP Employee Handbook**. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook in electronic format or hard copy.

http://www.saladoisd.org/122394_2 (*Faculty Resources*) for the handbook
<http://pol.tasb.org/Home/Index/168> for the policies

Please indicate your choice by checking the appropriate box below:

I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

I choose to receive a hard copy of the employee handbook and I understand I am required to contact Susan Jackson to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform the business office of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the administration office if I have questions or concerns or need further explanation.

Signature _____

Date _____

Please sign and date this receipt and forward it to **Susan Jackson, Assistant to the Superintendent.**