

Section 18: Acknowledgement of Employee Handbook

18.1. Employee Acknowledgement

This Employee Handbook is an important document intended to help you become acquainted with the district and its policies. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention and official Board policies may also apply to a situation.

Because the district's operations may change, the contents of this Employee Handbook may be changed at any time, with or without notice, in an individual case or generally.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

I have received instructions on locating the employee handbook on the St. Joseph School District's website and understand that it may also be viewed in the Human Resources Department. I understand I am responsible for becoming familiar with and complying with the district's policies. I understand that the policies, rules and benefits described in it are subject to change. I understand that the most recent version of this Employee Handbook will be posted on the St. Joseph School District's website and that I am responsible for being familiar with the most recent version.

I understand that my signature below indicates that I have read and understand the above statements.

Employee's Printed Name: _____

Employee's Signature: _____ Date: _____

The signed original copy of this acknowledgment is be given to the Human Resources Department and will be filed in your personnel file.