



2016-2017

EISD Employee Handbook Receipt

Name _____ Campus/department _____

I hereby acknowledge that I have been offered the option to electronically access at www.ednaisd.org my personal copy of the Edna ISD Employee Handbook or to receive a paper copy. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this booklet. 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 relationships are intended by this handbook.

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

ACKNOWLEDGEMENT OF ELECTRONIC DISTRIBUTION OF HANDBOOK AND POLICIES

Further, I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at www.ednaisd.org the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

I have chosen to:

Accept responsibility for accessing and viewing the handbook and policies through an accessible district computer.

Receive a paper copy of the handbook printed from a district copier or printer.

I understand how to access these documents from the District Website and understand that if I have any questions regarding these documents, I should direct those questions to my supervisor.

Signature

Date

**Please sign and date a copy of this handbook receipt and send it to the Director of HR*