

## EMPLOYEE HANDBOOK RECEIPT

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of the Pewitt CISD Employee Handbook. I also acknowledge that there is a copy of the Employee Handbook located at each principal's office, the library, and at the central office. 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. Access to the electronic form can be found by visiting the school website at:

<http://pewittcisd.com>

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

\_\_\_\_\_ I choose to receive a hard copy of the employee handbook.

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 booklet. As the district provides updated policy information, I accept responsibilities 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 have an obligation to inform my supervisor of any changes in personal information such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the central office administration if I have questions, concerns, or need further explanation.

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE