

# Employee handbook acknowledgment – 2013/2014

Name \_\_\_\_\_

Campus/department \_\_\_\_\_

I hereby acknowledge that I have been made aware that the Santa Fe ISD Employee Handbook is available to me in electronic format at the district home page documents at [www.sfid.org](http://www.sfid.org) - **Document Library.**

I agree to read the handbook and that I am responsible for abiding by the standards, policies, and procedures defined or referenced in this document.

The information in the employee 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 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 Human Resources Office if I have questions or concerns or need further explanation.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to your campus secretary.

\*If you do not have easy access to a computer as a part of your job responsibilities and would like a hard copy of the employee handbook, please check and sign below.

\_\_\_\_\_ I do not have access to a computer and am requesting a hard copy of the employee handbook.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date