Employee handbook acknowledgment – 2016/2017

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 at www.sfisd.org . I agree 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.

_____ _____

Signature Date

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 Personnel Office if I have questions or concerns or need further explanation.

_____ _____

Signature Date