



Hull- Daisetta ISD Employee Handbook Receipt

Name _____

Campus/Department (check one or more)

___Elementary ___Junior High ___ High School ___ Administration ___Maint/Transp. ___ Cafeteria

I hereby acknowledge receipt of a copy of the HULL-DAISETTA ISD 2014-15 Employee Handbook. 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 how they may access the employee handbook. You may access it in electronic format that is available on the HDISD website at <http://hdisd.net>, (*Administration Tab/Payroll Department Tab/Employee Handbook*) or by reviewing a hard copy that is located at the campus/department offices and at the administrative building.

Please indicate your choice by checking the appropriate box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to review a hard copy of the employee handbook that is located in my campus/department or at the Administration Office.

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 book. 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 employment 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 Shannon Ogburn, HR Director if I have questions or concerns or need further explanation.

By signing below I acknowledge that I choose to receive the handbook as indicated by checking one of the above boxes.

Signature

Date