

**To be completed by
Principal/Director**

**Employee Handbook Topics
2018-2019
Verification Form**

The following handbook topics are to be reviewed with staff at the start of the year. **We will need one signed copy of this page per campus/department.** Principal/Director will certify by signing that all staff members received training topic(s). Please indicate date of completion. Attached to this form you will need to submit agendas and sign-in to document trainings, as well as Employee Handbook Overview and the Prevention of Sexual Harassment training for each employee. Employee Handbook Receipt and Prevention of Sexual Harassment forms will be filed in personnel file.

| HANDBOOK TOPICS: | PAGE | DATE OF COMPLETION |
|--|-------------|---------------------------|
| Employee Handbook Overview | _____ | _____ |
| Equal Employment Opportunity | _____ | _____ |
| Leaves and Absences | _____ | _____ |
| Complaints and Grievances | _____ | _____ |
| Employee Conduct and Welfare (Prevention of Sexual Harassment, Dress Code etc.) | _____ | _____ |
| Employee Arrests and Convictions | _____ | _____ |
| General Procedures | _____ | _____ |
| Student Issues | _____ | _____ |

Campus/Dept.: _____ Principal's Signature: _____

Date: _____

It is very important that all employees follow the District Policy and Procedures. If you have any questions regarding the above topics, please call the Office of Human Resources (956) 323-2600.