

Employee Handbook Topics 2020 - 2021 Verification Form

The following handbook topics are to be reviewed with your staff at the start of the year. **We will need a completed and signed copy per campus/department.** The Executive Director/Director/Principal will certify by signing that all staff members received training on the topics listed below. Please indicate date of completion. Along with this form you will need to submit agendas and sign-ins to document trainings, as well as the Employee Handbook Receipt and Prevention of Sexual Harassment forms for each staff member. The Employee Handbook Receipt and Prevention of Sexual Harassment forms will be filed in the employee’s personnel file.

HANDBOOK TOPICS:

DATE OF COMPLETION

Employee Handbook Overview _____

Equal Employment Opportunity _____

Leaves and Absences _____

Complaints and Grievances _____

Employee Conduct and Welfare
(Standards of Conduct, Dress Code etc.) _____

Prevention of Sexual Harassment Training
(1 hour training session) _____

Employee Arrests and Convictions _____

General Procedures _____

Student Issues _____

Executive Director/Director/Campus Principal (Signature): _____

Campus/Dept.: _____

Date: _____

It is very important that all employees follow the District Policies and Procedures. If you have any questions regarding the above topics, please call the Office of Human Resources.