

Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Graham ISD 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 receiving the handbook in electronic format or hard copy.

To access the Employee Handbook in electronic format, go to www.grahamisd.com and click on the *Teachers & Staff* link. Then click on the *Employee Handbook* 16-17 link to download the document in Microsoft Word Format.

Please indicate your choice by checking the appropriate box below:

☐ I choose to receive the employee handbook in electronic format and accept the responsibility for accessing it according to the instructions provided.

☐ I choose to receive a hard copy of the employee handbook.

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 Mr. Sonny Cruse, Superintendent if I have questions or concerns or need further explanation.

I have read and understand the Employee Agreement for Acceptable Use of the Electronic Communication System.

Signature

Date

Note: This handbook includes two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to the campus principal.