



## Livingston ISD Employee Handbook Receipt 2018-2019

I hereby acknowledge the Livingston Independent School District Board Policy Manual and Employee Handbook are posted electronically, to be found on the LISD website at [www.livingstonisd.com](http://www.livingstonisd.com). I agree to access the Employee Handbook and Board Policy Manual in electronic format from the LISD website and accept responsibility for doing so. If unable to access this information, I agree to contact the Personnel Department at 936-328-2100 for instruction on access to the Employee Handbook and Board Policy Manual.

I agree to read the Employee Handbook and Board Policy Manual regarding my employment with the district and abide by the standards, policies, and procedures defined or referenced in these documents and information.

I understand the information in these documents is subject to periodic change, and that changes in district policies may supersede, modify, or eliminate the information summarized in the Employee Handbook. Any changes will be accessible on the LISD website. I accept responsibility for reading and abiding by these changes.

Furthermore, I understand that no modification to employment relationships or alternation of at-will relationships is intended by these documents. I accept responsibility for contacting my supervisor and/or Personnel Department Office if I have questions or concerns regarding this information.

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Employee Name - Please Print

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Employee Signature

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Date

***Please sign, date and forward original Employee Handbook Receipt to your campus/department secretary.***

***Secretaries, please forward to the Personnel Department Office by September 14, 2018.***