

# Jourdanton ISD Employee Handbook Receipt

Name \_\_\_\_\_

Campus/department \_\_\_\_\_

Employees have the option of receiving the handbook in electronic format or hard copy.

*The employee handbook is available on the Jourdanton ISD website at:*

[www.jourdantonisd.net](http://www.jourdantonisd.net)

*Open the website and click on “Staff Information” tab*

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 according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

## **I hereby acknowledge receipt of a copy of the Jourdanton ISD 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 booklet. 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 the superintendent if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Sign and date a copy of this form and forward it to your campus secretary.