

Employee Handbook Receipt

My signature below indicates that I acknowledge and agree that it is my responsibility to read the La Porte Independent School District Employee Handbook and abide by the standards, district policies and procedures defined or referenced in that document. I understand that I can access the LPISD Board Policy Manual online as instructed below.

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

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.
- I choose to receive a hard copy of the employee handbook and understand I am required to contact my supervisor to obtain a hard copy.

The information in the Employee Handbook and Board Policy Manual are subject to change. ***Changes incorporated into this year's Employee Handbook are highlighted.*** I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this document. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

The Employee Handbook is located on the LPISD Internet website. To find this handbook go to www.lpisd.org, select *Departments*, select *Human Resources*, and select *Employee Handbook* from the right hand side of the page.

The Board Policy Manual is also located on the LPISD Internet website. To find this manual go to www.lpisd.org, select *Board of Trustees*, and then *Board Policy Manual* from the drop down menu.

I understand that the Employee Handbook intends no modifications to contractual relationships or alterations of at-will relationships. I understand that I have an obligation to inform my supervisor and update the Employee Information section of the Employee Access Center of any changes to my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the LPISD Human Resources Department if I have questions, concerns or need further explanation.

I agree to comply with the District's policies and procedures including those related to harassment of employees and students and reporting known or suspected student neglect and abuse. If requested to do so, I will cooperate with any District investigation of a possible violation of District policies or procedures by providing complete and truthful information in an oral and/or written statement. I understand that failure to do so may subject me to discipline or termination from employment.

Printed Name

Signature

Date

Building Assignment

Return this signed form to your Principal or Supervisor