

1.05 EMPLOYEE ACKNOWLEDGEMENT FORM

Effective Date:

The employee handbook describes important information about Santa Fe South Schools, Inc., and I understand that I should consult the Superintendent or the Superintendent’s designee regarding any questions not answered in the handbook. I have entered into my employment relationship with the Santa Fe South Schools, Inc. voluntarily and acknowledge that there is no specified length of employment, unless under specific written and executed contractual agreement. Accordingly, absent such specific written and executed contractual agreement, either I or SFS can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state laws.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Governance Board has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. The handbook can be found on-line and in the Employee workroom at each campus.

EMPLOYEE'S NAME (printed)

EMPLOYEE'S SIGNATURE

DATE: _____

SUPERINTENDENT/DESIGNEE

DATE RECEIVED: _____

I also acknowledge receipt and understanding of the following policies (please initial):

- | | |
|---|--------------------------------------|
| _____ Sexual and Other Unlawful Harassment (8.03) | _____ Cell Phone Policy(6.03) |
| _____ Violence in the Workplace(6.13) | _____ Paid Time Off Policy(4.02) |
| _____ Drug-free Workplace(8.02) | _____ E-mail Policy(6.11) |
| _____ Child Abuse Reporting (8.12) | _____ Attendance & Punctuality(8.04) |
| _____ Confidentiality(2.09) | |