



ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

I acknowledge that it is my responsibility to access the Stevens Point Area Public School District's *Employee Handbook* (Handbook) online or hard copy per request. My signature below indicates that I am responsible to read and review the Handbook thoroughly. The Handbook and *Board Policies* can be located throughout the District in direct supervisor/principal offices and on the District's website at www.pointschools.net. The Handbook can be found on the *Employee Handbook* tab on the District homepage, and Board policies can be found under the *School Board* tab on the District homepage.

If there are any policies or provisions that I do not understand, I will seek clarification from my direct supervisor/principal. I may also contact Human Resources for further clarification.

I understand that this Handbook states the District's policies and procedures in effect on the date of publication. I also understand that these policies and procedures are continually evaluated and may be amended, modified, and/or terminated at any time, with or without prior notice.

I further understand that nothing contained in the Handbook may be construed as creating a guarantee of future employment, future benefits, and/or a binding contract with the Stevens Point Area Public School District. I understand that nothing contained in the Handbook may be construed as changing my employment status. I understand that except as may be provided by a contrary provision in an applicable collective bargaining agreement, an individual written employment agreement approved by the School Board, or a policy contained herein, my employment is at will. My employment may be terminated at any time for any reason, so long as it is not prohibited by law, with or without cause, and with or without notice, at the option of the District or at my option.

My signature below indicates that I am responsible to read and review the Handbook thoroughly and I understand I am responsible to know and abide by its content.

Electronic Signature: _____

Print Employee Name: _____

Date: _____