



Part-Time Recreation Employee Manual Mandatory Acknowledgement and Disclaimer

To be signed and returned to the Recreation Department for placement in the employee's personnel file.

I acknowledge that I have been provided a copy of the Milwaukee Public Schools Part-Time Employee Recreation Manual (*hereinafter referred to as Manual*) and I am responsible for the provisions contained herein. I understand that the Milwaukee Public Schools Department of Recreation and Community Services may modify or eliminate the terms described in this Manual at any time, with or without prior notice.

Furthermore, I acknowledge receipt of the Milwaukee Public Schools Employee Code of Ethics (6.04); Code of Ethics (6.05); Gifts and Solicitations: Staff (6.06); Employee Rules of Conduct (6.07); Tobacco Products Use on Board Property (6.11); Staff Internet Safety Acceptable Use Policy (6.34); Student Non-Fraternization Policy (6.36); and Corporal Punishment (8.29). These documents communicate the reasonable standards of behavior for MPS employees. They are general in nature and serve to support what is already in place in your respective work units.

I understand that the Manual and any provisions contained in it do not constitute a guarantee of employment, a guarantee of any other rights or benefits, or a contract of employment, express or implied. This Manual, its Appendices, and any subsequent updates are available online at

<https://milwaukeeerecreation.net/rec/Employment/Part-Time-Employee-Manual.htm>

The District's Employee Handbook, Administrative Policies and Procedures, and any subsequent updates are available on the [Employment Relations](#) page on the MPS website. All employees are required to electronically acknowledge receipt of the handbook by logging into [Employee Self Serve](#).

I understand that it is my responsibility to stay informed of Recreation Department policy and procedure updates by visiting the Policy and Procedure Updates link at <https://milwaukeeerecreation.net/rec/Employment/Part-Time-Employee-Manual.htm> as needed.

Employee Name (Printed)

Employee ID# (if known)

Employee Signature

Date