

EMPLOYEE HANDBOOK AND BOARD POLICY RECEIPT

Name _____

Campus/Department _____

I hereby acknowledge receipt of my personal copy of the Kilgore ISD Employee Handbook and KISD Board Policy. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have the option of receiving the handbook and board policy in electronic format or hard copy. Please indicate your choice by checking the appropriate box below:

☐ I choose to receive the Employee Handbook and Board Policy in electronic format and accept responsibility for accessing according to the instructions provided.

☐ I choose to receive a hard copy of the Employee Handbook.

To access the handbook electronically, go to the Kilgore ISD website at www.kisd.org. Under the left menu column click Human Resources. Under Handbooks you will find the link entitled "Employee Handbook". Click that link to view the document.

To access District Board Policy, go to the Kilgore ISD website at www.kisd.org. Under Helpful Links, click "Board Policy" to view the document.

The information in this handbook is subject to change. I understand that changes in District policies supersede, or may be modified, or eliminate 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 relationships are intended by this handbook.

I understand that I have an obligation to inform the Human Resources Office as well as my supervisor/department head of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the personnel office if I have questions or concerns or need further explanation.

Signature

Date