

Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the 2021 – 2022 Frankston ISD Employee Handbook. 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 in electronic format or hard copy.

The electronic format can be found at www.frankstonisd.net under Staff Links.

Please indicate your choice by checking the appropriate box below:

- 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 Barbara White to obtain a hard copy.

The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or render obsolete the information summarized in this document. 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 employment relationships are intended by this handbook.

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

Signature

Date

Please sign and date this receipt and forward it to the campus administrative assistant or Barbara White, FISD Administrative Assistant.

2021-2022 ACKNOWLEDGMENT OF ELECTRONIC DISTRIBUTION OF POLICIES

I hereby acknowledge that I have been offered the option to receive a paper copy or to electronically access at www.frankstonisd.net the Board policies regarding employment as required under Education Code 21.204(d) and the Board policies regarding student discipline as required under Education Code 37.018.

Board policies regarding employment include (LEGAL) and (LOCAL) policies and exhibits found at the following codes on pages 1-2 that are attached to this form.

Additional important Board policies and related administrative procedures can be found at the following codes on pages 2-3 also attached to this form.

I have chosen to:

- Accept responsibility for accessing the policies through an accessible District computer and printer.
- Receive a paper copy of the policies.

I have been trained to access these policies from the District's Web page and understand that if I have any questions regarding these policies, I should direct those questions to Nicci Cook, FISD Superintendent, at 903-876-2556 or niccicook@frankstonisd.net.

Employee signature _____

Campus/Department _____

Date _____

*Return only this page to your campus/department office. These will be kept on file in the FISD Administration Office for the 2021-2022 school year.