## Employee Handbook Receipt

**2023-2024**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby acknowledge access to the Booker ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

I have the option of receiving the handbook in electronic format at the link below or hard copy.

**<https://www.bookerisd.net/staff-1>**

I am indicating my choice by checking the appropriate box below:

* I choose to receive the employee handbook in electronic format and accept responsibility for accessing it.
* I choose to receive a hard copy of the handbook and understand I am required to contact my campus secretary.

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 superintendent if I have questions or concerns or need further explanation.

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Signature Date

**Please sign and return this form to the administraion office.**