

Acknowledgment of Receipt

USD 362 Employee Handbook

(Employees will be required to electronically sign a copy of this statement annually acknowledging that the handbook is available on the website at www.pv362.org)

I do hereby acknowledge receipt of the employee handbook. I understand:

· **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.**

· **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**

· **As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the board.**

· **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board. Employees will be notified of changes.**

· **Classified employees are employees-at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.**

· **Licensed staff (excluding KPERS retirees) employment is governed by the Negotiated Agreement.**

· **Administrative staff and KPERS retirees employment are governed by individual contracts.**

Date: _____

Print Name: _____

Signature of Employee: _____