

Employee Handbook Receipt

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Crane 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.

Instructions for Accessing the 2022-2023 CISD Employee Handbook Online

1. On your desktop, double click the icon named "Internet Explorer", "Edge", or "Chrome".
3. Click on the link entitled "Menu."
4. Click the link entitled "Resources" underneath "Employee".
5. Click on the link entitled "Employee Handbook."

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 _____ 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 District Superintendent if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to your Campus Director.