

Employee Handbook Acknowledgement Form

School Year 2023 - 2024

I _____, have received a copy of the Douglas Unified School District #27 Employee Handbook. I understand and agree that it is my responsibility as an employee of the District to review the Handbook in its entirety. I further understand and agree that it is my responsibility to access and become knowledgeable of Governing Board Manual Policies inclusive of Administrative Regulations and Administrative Exhibits noted in the Handbook and found in the District's Governing Board Policy Manual. The District's Governing Board Manual, inclusive of policies, regulations, and exhibits can be found on the Arizona School Boards Association web page at <http://azsba.org> by accessing PolicyBridge through the dropdown menu under the heading Policy. A link to the Manual can also be found on the District's web page at <http://www.dusd.us>. Should I have any questions or concerns related to these responsibilities or the content of the Employee Handbook or Governing Board Policy Manual I shall consult with my Principal or direct supervisor.

I understand that as an employee of the Douglas Unified School District #27 it is my responsibility, as a condition of employment, to comply with the conditions and rules established in the Employee Handbook.

This Handbook may be adjusted in part or in its entirety at any time deemed appropriate by the District. District administration shall notify all employees any time adjustments are made in the handbook.

Employee Name (Print)

Employee Signature

Date of Signature

This signed document, with an original signature, shall be submitted to the Human Resources Department and maintained in hard copy or electronically as part of the employee's official personnel file.