

Employee Acknowledgement

To be signed annually and returned to your supervisor prior to September 15.

I hereby acknowledge that it is my responsibility to access the ***School District of Holmen Employee Handbook*** online. My signature below indicates that I agree to read the *Handbook* and abide by the standards, policies and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are included in the District's Board Policies and Administrative Rules. The *Employee Handbook* and Board Policies and Administrative Rules can be located on the District's website at www.holmen.k12.wi.us. The *Employee Handbook*, can be found under the Human Resource tab on the District website.

The information in this *Handbook* is subject to change. I understand that changes in District policies may supersede, modify or eliminate the information summarized in this *Handbook*. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes. I understand that nothing in this *Handbook* is intended to confer a property interest in my continued employment with the District beyond the term of my current contract (if any). I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns or need further explanation. My signature on this form is acknowledgment that I agree that I am legally responsible for any fines or fees charged to the school District incurred by me (an example may be a traffic citation, e.g. a parking ticket, received as a result of my operation of a District motor vehicle) or reduction in salary for breach of contract. If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue.

Printed Name

Signature

Date

Supervisor Receiving Acknowledgement

Date

Copy will be provided to employee by Supervisor. Supervisor forwards original to Human Resources to be placed in the employee's personnel file.