

# CENTRAL COMMUNITY SCHOOL SYSTEM

Department of Personnel Services and Operations

---

## EMPLOYEE HANDBOOK ACKNOWLEDGMENT FORM

Read through this form and complete the signature section below.

I hereby acknowledge that it is my responsibility to access the Central Community School System Employee Handbook online. My signature below indicates that I agree to read the Employee Handbook and abide by the expectations, standards, policies and procedures defined or referenced within. It is also important to know that additional regulations, policies and laws are in the District Policy Manual. The Employee Handbook and the Personnel Policy are located on the district's website: [www.centralcss.org](http://www.centralcss.org) under the Human Resources icon, each school site, and in the Central Office.

The information in this Employee Handbook is subject to change. I understand that changes in district policies will supersede, modify or eliminate the information summarized in this Employee Handbook. As the school system provides updated information, I accept responsibility for reading and abiding by the changes.

I understand that no modifications to contractual relationships or alteration of at-will employment are intended by this Employee Handbook. I also understand that this Employee Handbook is not intended to cover every situation that may arise during my employment; but rather is a general guide to the goals, policies, practices, benefits, and expectations of the Central Community School System.

This form is to be submitted to the Department of Personnel Services and Operations no later than August 31, 2015.

*By typing your signature and selecting the "SUBMIT" button, you agree your electronic signature is the legal equivalent of your manual handwritten signature.*

|                    |  |
|--------------------|--|
| Full Name:         |  |
| Signature:         |  |
| School/Location:   |  |
| Date (mm/dd/yyyy): |  |