

# Employee handbook receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of my personal copy of the Van Alstyne ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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 booklet. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that no modification to contractual relationships or alterations of at will relationships is intended in this handbook.

I understand that I have an obligation to inform my campus principal of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my campus principal or the superintendent's office if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Note: This handbook includes two copies of this form. Please sign and date one and keep it in the handbook. Sign and date the other copy and forward it to the campus principal's office.