

Employee Handbook Receipt 2023-2024

Printed Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the Santo 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. The electronic format is available on the district’s website under “Staff→Employee Documents→Employee Forms and Information”.

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 Christy Taliaferro in the District Office 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 Superintendent if I have questions or concerns or need further explanation.

Signature

Date

Please return this form to your Campus Office or the District Office by August 25th.

2023-2024 Employee Acceptable Use Policy (AUP) Receipt

Employee Agreement for Acceptable Use of the District's Technology Resources

I understand that my use of the District's technology resources is not private and that the District will monitor my activity.

I have read the District's technology resources policy (Appendix A of this document), associated administrative regulations, and this user agreement and agree to abide by their provisions. In consideration for the privilege of using the District's technology resources, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my use of, or inability to use, these resources, including, without limitation, the type of damages identified in the District's policy and administrative regulations.

The electronic format of the District's AUP is available at www.santoisd.net/page/1163. It is also available in the District's Employee Handbook under Appendix A.

Printed Name _____

Signature: _____

Date: _____

Please return this form to your Campus Office or the District Office by August 25th.