

Employee Handbook Receipt

Name _____

Campus/department _____

I hereby acknowledge that I have been informed that the Beeville ISD Employee Handbook is available online at the Beeville ISD school district website, as well as in hard copy at the Department of Human Resources at the Beeville ISD administrative offices and in the administrative offices at each campus in the District. I agree and understand that I am responsible for reading the contents of the handbook and abiding by the standards, policies, and procedures defined or referenced in that document.

The Beeville ISD Employee Handbook may be accessed online on the school district website, <http://www.beevilleisd.net>, under **“Human Resources”** and **“Employee Forms.”**

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 according to the instructions provided.
- I choose to receive a hard copy of the employee handbook.

Employees who wish to receive the handbook in hard copy should direct a request in writing to Erasmo Rodriguez, Deputy Superintendent of Schools.

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 booklet. 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

Note: You have been given two copies of this form. Please sign and date one and keep it. Sign and date the other copy and forward it to Department of Human Resources, Central Administration, 2400 N. St. Mary’s Street.