

Receipt and Acknowledgment of
USD #261 Educational Support Personnel Handbook

This employee handbook is an important document intended to help you become acquainted with USD 261. This handbook serves as a guide; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the general business atmosphere of USD 261 and economic and educational conditions are always changing, the contents of this handbook may be changed at any time at the discretion of the USD 261 Board of Education. No changes in any benefit, policy or rule will be made without due consideration of the mutual advantages, disadvantages, benefits and responsibilities such changes will have on you as an employee and on USD 261.

Please read the following statements and sign below to indicate your receipt and acknowledgment of the USD 261 Educational Support Personnel Handbook.

Haysville USD 261 Support Personnel or "Classified" employees are "at-will" employees. Employer can discharge an employee for any reason or no reason at all, with or without notice, and the employee can leave the employer's employ at any time, for any or no reason at all, with or without notice.

I have received and read a copy of the USD 261 Educational Support Personnel Handbook. I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of USD 261 at any time.

I further understand that my employment is terminable at will, either by myself or USD 261, regardless of the length of my employment, unless otherwise specified in a written contract approved by the Board of Education.

I am aware that during the course of my employment confidential information will be made available to me. I understand that this information is critical to the success of USD 261 and must not be given out or used outside of USD 261's premises or with non-USD 261 employees.

I understand that, should policy content be changed in any way, USD 261 may require an additional signature from me to indicate that I am aware of, and responsible for, all policies.

I understand that my signature below indicates that I have read and understand the above statements and have access to a copy of the USD 261 Educational Support Personnel Handbook.

Employee's Printed Name

Position

Employee's Signature

Date

The signed original of this agreement will be given to the Director of Personnel who will file it in your personnel file.