

# Employee Handbook Receipt

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## Employee Information 2023-2024 Acknowledgement Receipt

Name: \_\_\_\_\_

Department: \_\_\_\_\_

(<http://www.lindaleagles.org>)

I hereby acknowledge the location of a copy of the Lindale 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 render obsolete the information summarized in the handbook. 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 Deputy Superintendent if I have questions or concerns or need further explanation.

Please refer to the Lindale ISD website. Under the Human Resources drop down box on the home page you will find a link titled Current Employee Information. Under this link you will find the following pertinent district information:

- 2023-2024 Lindale ISD Employee Handbook
- Use of Electronic Media with Students Policy (DH LOCAL)
- Instructional Staff Dress Code
- Job Descriptions
- AESOP/Frontline (Instructional Staff)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Many times during the year LISD will receive public information requests for employee information. LISD is required to release this information unless the employee has requested not to.

Please **circle** one of the following; LISD has my permission to **(RELEASE/NOT RELEASE)** my public information when requested.