



Employee Acknowledgment of Handbook

I (Print Your Name) _____ hereby acknowledge that it is my responsibility to access the SAU 24 School District Employee Handbook online. My signature below indicates that I have read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. It is also important to know that additional regulations, policies and laws are in each school district's individual board policy manual. The employee handbook and board policies can be located at the SAU office, Staff Portal, SAU website, and in each school office.

(<http://www.sau24.org/index.php/sau-24-employee-handbook>)

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 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 alteration of at-will relationships are intended in this handbook. I understand that nothing in this handbook is intended to confer a property interest in my continued employment with the district beyond the term of my current contract. I understand that I have an obligation to inform my supervisor of any changes in my personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor if I have any questions, concerns, or need further explanation.

Employee Name (Please Print)

Date

Employee Signature

School District