

EMPLOYEE ACKNOWLEDGEMENT

Sign and return to the building principal or department supervisor.

I hereby acknowledge that it is my responsibility to access the *Wrightstown Community School District Employee Handbook* online. My signature below indicates that I agree to 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 the *District Board of Education Policy Manual*. The *Employee Handbook* and the Board Policies Manual can be located throughout the District in school libraries, in various supervisors' offices, and on the District's website at www.wrightstown.k12.wi.us.

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 this *Handbook* does not constitute an employment contract or alter my status as an at-will employee unless specifically addressed for those employees covered by Part II, Part III or Part IV. 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.

If any contractual relationship between the District and an employee (or group of employees) conflicts with any provision of this *Handbook*, the contract shall govern with respect to that issue.

Printed Name

Signature

Date

(This page shall be maintained in the employee's personnel file. After the employee ceases employment with the District, the District will maintain this record pursuant to its records retention schedule, or if none, for a period of no less than 7 years.)