

EMPLOYEE ACKNOWLEDGEMENT

To be signed and returned to the Human Resources Office.

I understand that it is my responsibility to read the Germantown School District Employee Handbook the chapter and abide by the standards, policies and procedures defined or referenced in this document. I also understand that the District's Board Policies govern my employment. The Employee Handbook and the District Board Policies can be located on the District website at www.germantownschools.org Information in this Handbook is subject to change from time to time and may be changed unilaterally by the District. 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 Wisconsin Statutes or other employment law specifically requires an individual contract. I understand that nothing in this Handbook is intended to confer a property interest in my continued employment or a guarantee of employment for a specific period of time with the District beyond the term of my current contract (if any). If no contract is in place, the employer or the employee have the right to end the relationship at any time. A District Administrator or his or her designee can only grant authorizations for employment exceptions. Not all District policies and procedures are included. Those that are have been summarized.

I understand that I have an obligation to inform my supervisor and Human Resources of any changes in my personal information, such as phone number, address, etc. (unless available to be changed in Skyward Employee Access). I also accept responsibility for contacting my supervisor and Human Resources if I have any questions, concerns or need further explanation. I understand that I am legally responsible for any fines or fees charged to the School District incurred by me (an example may be a traffic citation, e. g. a parking ticket, received as a result of my operation of a District motor vehicle). If any contractual relationship between the District and an employee conflicts with any provision of this Handbook, the contract shall govern with respect to that issue.

Please sign and date this receipt and return.

Printed Name _____

Signature

Date

For Office Use Only

Received by

Date