

Westwood Independent School District

"Academics First! Excellence Always!"

Employee Handbook Receipt

There are two copies of this form that will print when it is downloaded by the employee. Please sign and date one and keep it in your records. Sign and date the other copy and forward it to your building principal or supervisor. All copies will then be forwarded to the Superintendent's office for filing. All employees must sign a WISD Employee Handbook Receipt each year.

Name: _____

Campus/department: _____

I hereby acknowledge that I have read/downloaded the Westwood Independent School District Employee Handbook. I further agree to 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 this booklet. 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 building principal or supervisor if I have questions or concerns or need further explanation.

Signature

Date



Westwood Independent School District

"Academics First! Excellence Always"

Employee Handbook Receipt

There are two copies of this form that will print when it is downloaded by the employee. Please sign and date one and keep it in your records. Sign and date the other copy and forward it to your building principal or supervisor. All copies will then be forwarded to the Superintendent's office for filing. All employees must sign a WISD Employee Handbook Receipt each year.

Name: _____

Campus/department: _____

I hereby acknowledge that I have read/downloaded the Westwood Independent School District Employee Handbook. I further agree to 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 this booklet. 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 building principal or supervisor if I have questions or concerns or need further explanation.

Signature

Date

