ACKNOWLEDGEMENT OF 2015-2016 EMPLOYEE HANDBOOK

INFORMATION FORM

It is the intent of the St. Clair County Board of Education that every employee has access to the 2015-2016 Employee Handbook.

The 2015-2016 Employee Handbook is available to all employees on the St. Clair County School System website at

[www.sccboe.org](http://www.sccboe.org)

A printed copy is available in each school office and at the maintenance and bus shops.

Individuals may request assistance to view or obtain a copy of the handbook by contacting the school principal or the personnel department at the board annex office.

Employees are responsible for the information provided in the employee handbook. Employees are encouraged to speak with their building supervisor or central office staff if further explanation is desired.

By signing this form, the employee verifies that he/she has been properly notified of how to access the 2015-2016 employee handbook. The employee also accepts responsibility for having read the procedures and policies outlined in this edition. This handbook supersedes all previous editions. The handbook is provided as a basic guide and is not intended to be an exhaustive reference for every policy and procedure related to employment.

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Signature Date

A copy of this form should be kept in the principal’s office at the employee’s home base. Maintenance and transportation employees should be kept in the Supervisor’s office.