



OWOSSO PUBLIC SCHOOLS

Ready for the World

Human Resources Department Memorandum

To: Staff

From: Bev White

Date: August 28, 2012

Re: 2012-2013 Employee Handbook

In an effort to go green, a hard copy of the Employee Handbook will no longer be distributed to employees. The Employee Handbook is now available online on the District's web site at www.owosso.k12.mi.us under Departments/Human Resources/2012-2013 Employee Handbook. It is the responsibility of each employee to review the Employee Handbook, which outlines the policies (INCLUDING THE INTERNET USAGE POLICY & THE POLICY ON BULLYING), practices and benefit guidelines of the district. If you do not have access to the internet, please contact the Personnel Department at 729-5671 for a hard copy of the 2012-2013 Employee Handbook.

Please sign the attached acknowledgement receipt and return to the Personnel Department.

ACKNOWLEDGING RECEIPT OF EMPLOYEE HANDBOOK – Personal Copy

I have received notification of the Employee Handbook availability on the District web site and acknowledge that it is my responsibility to read and understand the Employee Handbook, which outlines the policies (*INCLUDING THE INTERNET USAGE POLICY & THE POLICY ON BULLYING*), practices, and benefit guidelines of the district.

Since the information in this handbook is necessarily subject to change as situations warrant, it is understood that changes in the handbook may supersede, revise, or eliminate one or more of the policies in this handbook. These changes will be communicated to me by my building principal or supervisor or through official notices. I accept responsibility for keeping informed of these changes.

Employee Name (Please Print): _____

Employee's Signature

Date

**ACKNOWLEDGING RECEIPT OF EMPLOYEE HANDBOOK
(Sign, Tear-Off, and Return to the Personnel Department)**

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