

**Employee Handbook Topics
2013-2014
Attendance Form**

The following handbook topics are to be reviewed with staff at the start of every year. Please have staff members sign and date the bottom portion and send to Human Resource by the end of the first week of school. New employees to campus have to also complete information as they come in during the year. Every employee has to update their information on a yearly basis regardless if there was a change or not. Verification Form and Employee Handbook Receipt will be filed in personal file.

HANDBOOK TOPICS:	PAGE	DATE OF COMPLETION
Employee Handbook Overview	_____	_____
Leaves and Absences	_____	_____
Complaints and Grievances	_____	_____
Employee Conduct and Welfare (Sexual Harassment, Dress Code etc...)	_____	_____
General Procedures	_____	_____
Student Issues	_____	_____

Name: _____

Signature: _____

Date: _____

Campus/Dept: _____

It is very important that all employees follow the District Policy and Procedures. If you have any questions regarding the above topics, please call the Office of Human Resources (956) 323-2600.