

La Joya Independent School District Employee Handbook Receipt Acknowledgment Form

Name _____

Campus/Department _____

I hereby acknowledge receipt of a copy of the La Joya ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have access to the handbook in electronic format.

- A complete copy may be downloaded via the web address at www.lajoyaisd.com

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 book. 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 supervisor or the Human Resources Office if I have questions or concerns or need further explanation.

Signature

Date

Please sign and date this receipt and forward it to Campus Administrator.

Employee Handbook Topics 2014-2015 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.

**La Joya ISD
PUBLIC ACCESS OPTION FORM**

Name (Print)

Employee ID #

The Public Information Act allows employees, public officials, and former employees and officials to elect whether to keep certain information about them confidential. Unless you choose to keep it confidential, the following information about you may be subject to public release if requested under the Texas Public Information Act. Therefore, please indicate whether you wish to allow public release of the following information.

	Public Access		If yes, please provide updated information
Home Address	NO____	YES____	_____
Personal E-mail Address	NO____	YES____	_____
Home Telephone #	NO____	YES____	_____
Personal Cell #	NO____	YES____	_____
Social Security #	NO____	YES____	_____
Emergency Contact Information	NO____	YES____	_____
Information that reveals whether you have family members	NO____	YES____	_____

(Signature)

(Date)

PLEASE COMPLETE AND SIGN THIS FORM AND RETURN IT TO YOUR IMMEDIATE SUPERVISOR WHO WILL FORWARD THE ORIGINAL TO THE OFFICE OF HUMAN RESOURCES.

NOTE: PLEASE FEEL FREE TO MAKE A COPY FOR YOUR RECORDS.