

# La Joya Independent School District Employee Handbook Receipt

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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](http://www.lajoyaisd.com)

Please check the box below:

- I choose to receive the employee handbook in electronic format and accept responsibility for accessing it according to the instructions provided.

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 Office of Human Resources if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

# To be completed by the

## Principal/Director

### Employee Handbook Topics

2018-2019

### Verification Form

The following handbook topics are to be reviewed with staff at the start of the year. **We will need one signed copy of this page per campus/department.** Principal/Director will certify by signing that all staff members received training topic(s). Please indicate date of completion. Attached to this form you will need to submit agendas and sign-in to document trainings, as well as Employee Handbook Overview and the Prevention of Sexual Harassment training for each employee. Employee Handbook Receipt and Prevention of Sexual Harassment forms will be filed in personnel file.

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

Campus/Dept.: \_\_\_\_\_ Principal's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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**

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\_\_\_\_\_  
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: Feel free to make a copy for your records.

**Sexual Harassment Training for Public Schools**  
**La Joya I.S.D. Staff**  
2018 - 2019

On \_\_\_\_\_ I attended a 1 hour training session on sexual harassment prevention issues. At that session, I received copies of La Joya ISD's policies addressing the process for bringing a complaint about sexual harassment, the general standards of acceptable employment, and specific standards related to sexual harassment of employees and students. The training session explained the meaning of the policies and how to make a complaint and provided opportunities for questions about the policies and specific acceptable and unacceptable conduct.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Position

\_\_\_\_\_  
Campus

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Employee Id #