

# Employee Handbook Receipt

Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Lamesa 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 the option of receiving the handbook in electronic format or hard copy.

*Electronic copy is available at [www.lamesasisd.net](http://www.lamesasisd.net)*

Please indicate your choice by checking the appropriate box below:

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

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 Department if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to the Human Resources Department.

- Photographs relating to alcohol or tobacco use may be deemed inappropriate. Remember, your social networking site is an extension of your personality, and by that token an extension of your professional life and your classroom. If it would seem inappropriate to put a certain photograph on the wall - is it really correct to put it online?
- Microblogging (Twitter etc.) - comments made using such media are not protected by privacy settings as witnessed by the high profile cases of educators, public figures, celebrities, etc. especially when individuals are being disciplined for expressing personal views outside the professional standards of Lamesa ISD. Employees should be aware of the public and widespread nature of such media and again refrain from any comment that could be deemed unprofessional.

***By my signature, I have read and understand the Lamesa ISD Social Media Guidelines and agree to abide by the guidelines. Any failure to do so, may result in disciplinary action.***

\_\_\_\_\_  
***PRINTED NAME OF EMPLOYEE***

\_\_\_\_\_  
***EMPLOYEE SIGNATURE***

\_\_\_\_\_  
***DATE***