



2011 - 2012 EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

I hereby acknowledge receipt of the Birdville 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. I understand that I may access the electronic handbook at **www.birdvilleschools.net / for Staff / Employee Handbook**. I also understand that I may access board policy electronically at **www.birdvilleschools.net / for Staff / Board Policy Online**.

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. **See note below****

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 handbook. 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 am responsible for informing my principal, supervisor, or department head and the Personnel Office of any changes in personal information. I understand that instructions for making personal changes are addressed in this handbook and online under **Human Resources**. I also accept responsibility for contacting my supervisor, or the Personnel Office, if I have questions or concerns and need further explanation.

For name change information, please visit the BISD website: Human Resources/Address & Name Changes:

*My name **has not** changed;*

*My name **has** changed **and** I have notified Personnel Services and completed all required paperwork.*

My name changed from:

to:

Please Print Name (as listed on pay voucher/social security card)

Campus Name and Campus #

If split campus/list all campus assignments

Employee's Signature

Employee ID #

Date Signed

**** NOTE:** Please sign and date this acknowledgment and return it to your **campus/department designee or immediate supervisor**. After all forms have been collected, campus/department designee should attach roster and forward to Personnel Services for filing. **Hard copies will be distributed once Personnel Services is notified of the request. Thank you!**