



EMPLOYEE HANDBOOK ACKNOWLEDGEMENT FORM
(To be signed and returned to employee's supervisor)

Name _____

Campus/Department _____

I hereby acknowledge receipt of the 2021-2022 Goose Creek CISD Employee Handbook. I understand that I have the option of receiving the handbook in electronic format or a hard copy. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

- **I understand that I may download a complete copy of the handbook via the Goose Creek CISD website at www.gccisd.net.**
- **I understand that I may request a hard copy of the handbook by contacting the Human Resources Department.**

The information in this handbook is subject to change. I understand that changes in District policies may supersede, modify, or eliminate the information summarized in this booklet. 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 relationships are intended by this handbook.

I understand that I have an obligation to inform my supervisor and the Personnel Department of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or the Personnel Department if I have any questions, concerns, or need further explanation.

Employee Signature

Date

***Principals or supervisors/administrators retain this form.**