

EMPLOYEE ACKNOWLEDGMENT OF STAFF HANDBOOK

I acknowledge I have reviewed the staff handbook.

Furthermore, I understand the district's policy of "no tolerance" for workplace wrong doing. I agree to report workplace wrongdoing, including but not limited to sexual harassment, discrimination, theft, violence, unsafe acts, and misrepresenting a workers' compensation claim.

I further understand that if I am harassed or discriminated against, I must report the act of harassment or discrimination to my immediate supervisor. If I feel uncomfortable doing so, or if my supervisor is the source of the problem, condones the problem, or ignores the problem, I must report to a building administrator, Human Resources or the Superintendent.

Employee Name

(Please Print)

Employee's Signature

Date
