



## Employee Handbook Acknowledgment Form

I hereby acknowledge that I have receipt of the Staunton City Schools Employee Handbook and further acknowledge that I am responsible for understanding and adhering to the contents of this handbook and School Board policies.

I understand that this document will be placed in my electronic and/or central office personnel file. An electronic version of the handbook can be accessed online at [Employee Handbook](#). I further understand it is my responsibility to notify the Human Resources Department or my direct supervisor and request a printed copy of the Employee Handbook should access to the electronic version not be personally accessible.

The information in this handbook is subject to change. I understand that changes in Staunton City School Board policies or procedures may supersede, modify, or render obsolete the information summarized. As Staunton City Schools provides updated policy information, I accept responsibility for reading and abiding by the changes. The most current version of this handbook will always be posted at [Employee Handbook](#). I understand that failure to abide by Staunton City School Board policies may subject me to disciplinary action leading up to and including dismissal.

Signed: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

School/Location Assigned: \_\_\_\_\_

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