

# **SPRINGFIELD PUBLIC SCHOOLS**

## **Employee Handbook Receipt**

(Please, PRINT NEATLY)

Name \_\_\_\_\_ Employee Number \_\_\_\_\_

School/Department \_\_\_\_\_ Position/Title \_\_\_\_\_

I hereby acknowledge receipt of or access to the Springfield Public School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

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**I choose to receive the employee handbook in electronic format and accept responsibility for accessing the handbook according to the instructions provided.**

**The Springfield Public School Employee Handbook may be accessed by using the following directions:**

- 1. Open the “Human Resources Homepage” at <http://springfieldpublicschoolsno.org/humanresources>**
  - 2. Next click on the link for “Handbooks”**
  - 3. Now click on the link to view the “All Staff Employee Handbook”**
  - 4. You may view or print any or all sections of the Handbook.**
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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 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 Director of Human Resources, if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***Please sign and date the receipt then forward it to the Human Resources Office.***