

# Substitute & Temporary Employee Handbook Receipt

## 2018 - 2019 School Year

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Name \_\_\_\_\_

I hereby acknowledge receipt of a copy of the Bastrop ISD Substitute & Temporary 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 substitute/temporary handbook in electronic format on the Bastrop ISD website ([www.bisdtx.org](http://www.bisdtx.org)) by selecting Human Resources under the main menu and then Substitute Teaching/Resources for Substitutes.***

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.

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 book. 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 Human Resources Department directly if I have questions or concerns or need further explanation.

I also understand that if I do not return this signed receipt my name will be removed from the substitute/temporary roster and I will not be able to work in the district.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and forward it to the Substitute Manager/Human Resources Department.