

# Employee Handbook Receipt

(Administration Copy: Turn in to your supervisor)

I hereby acknowledge receipt of the KISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in the employee handbook.

The information in the handbook is subject to change, and changes will be posted in the online version of the handbook. 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 also understand that the complete text of District policies, as well as this employee handbook, may be accessed through the District's web site at [www.killeenisd.org](http://www.killeenisd.org), as outlined in the introduction to the employee handbook. I understand that the online version of the Employee Handbook is the most current and authoritative.

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 Human Resources of any changes in personal information, such as phone number, address, etc. I also accept responsibility for contacting my supervisor or Human Resources if I have any questions or concerns or need further explanation.

---

Signature of Employee

---

Date

---

Printed Name of Employee

---

Campus/Department