

ACKNOWLEDGEMENT

Please return a signed hard copy to of the agreement to Human Resources

This 2018-2019 version of the Employee Handbook has been prepared for your information and understanding of the policies, philosophies and practices and benefits of the Yavapai Accommodation School District. Please read it carefully. Upon completion of your review of this handbook, sign the statement below, and return it to Human Resources by the due date. A copy of this acknowledgment appears at the back of the handbook for your records.

I, _____, have read a copy of the Yavapai Accommodation School District's Employee Handbook (that outlines the goals, policies, benefits and expectations of YASD #99, my responsibilities as an employee, and the Electronic Information Services User Agreement).

I have familiarized myself with the contents of this handbook. By my signature below, I acknowledge, understand, accept and agree to comply with the information contained in the Employee Handbook. I understand this handbook is not intended to cover every situation that may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of YASD #99.

Information presented in this manual is a brief summary only. More information on these plans can be found in plan documents and YASD #99 Policy Manuals. If any discrepancies occur between information in this manual and the actual plan documents or policy manual, the plan documents and/or policy manual will prevail.

I understand that the YASD #99 Employee Handbook is not a contract of employment and should not be deemed as such.

Employee Signature _____ Date _____

Return a signed hardcopy of this page to

H.R. by: August 31, 2018