

Name \_\_\_\_\_ Campus/department \_\_\_\_\_  
(Print FULL LEGAL NAME)

## **Online Auxiliary Employee Handbook and District Policy Manual Acknowledgement**

I hereby acknowledge access to the Grand Prairie Independent School District Auxiliary Employee Handbook and Board Policy Manual. I agree to read the handbook and abide by the standards, district policies, and procedures defined or referenced in this document.

The information in this online handbook and Board Policy Manual are subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized. As the district provides updated policy information, I accept responsibility for reading and abiding by the changes.

The online version of the Auxiliary Employee Handbook is located on the GPISD intranet web site. To find this manual go to [www.gpisd.org](http://www.gpisd.org), go to *Employee Information*, then to *Human Resources Handbooks and Forms*, then *Employee Handbook* to find the Auxiliary Handbook link.

The online version of the Board Policy Manual is located on the GPISD Internet web site. To find this manual, go to [www.gpisd.org](http://www.gpisd.org), go to *School Board*, click on *Policy Online*.

I understand that this handbook intends no modifications to contractual relationships or alterations of at-will relationships. I also accept responsibility for contacting my supervisor or the GPISD Human Resources Department if I have questions or concerns or need further explanation.

I understand that I may refer to the GPISD Policy Online at [www.gpisd.org](http://www.gpisd.org) or print a hard copy of the GPISD Board Policies noted in this handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## **JOB DESCRIPTION AND APPRAISAL ACKNOWLEDGEMENT**

I hereby acknowledge review and understanding of my current job description and appraisal instrument as provided to me by the district for the 2008-09 school year.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

NOTE: Please sign a copy of this form and forward to your school or department secretary.