

# La Joya Independent School District Employee Handbook Receipt

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Name \_\_\_\_\_

Campus/Department \_\_\_\_\_

I hereby acknowledge receipt of a copy of the La Joya ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Employees have access to the handbook in electronic format.

- A complete copy may be downloaded via the web address at [www.lajoyaisd.com](http://www.lajoyaisd.com)

Please check the box below:

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

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 Office of Human Resources if I have questions or concerns or need further explanation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please sign and date this receipt and submit to your Campus Administrator.