



USD 230

*Classified Employee
Employment
Handbook*

2016-2017

Spring Hill USD 230
101 E. South Street
Spring Hill, Kansas 66083

Address Changes.....	4
Blood Borne Pathogen, Racial, and Sexual Harassment	4
Complaints	4
Computer/Technology Usage	4
Discrimination/Bullying	4
District Beliefs	2
District Mission	2
District Resources/Supplies.....	5
District Website	5
Drug Free Schools & Communities Act	5
Emergency School Closing	5
Employment-at-will	6
Established Policies & Practices.....	6
Evaluations	6
Handbook Disclosure	2
Hazardous Waste Inspection and Disposal	6
Health / Dental Fringe Benefits.....	6
-Voluntary Salary Reduction Plan.....	7
Health Examinations	7
Hiring	7
Holidays - Paid/Non-Paid	8
Identification Badge.....	8
Insufficient Funds.....	9
Leaves and Absences.....	9
I. Leave, Sick.....	9
-Pay for unused sick leave.....	10
II. Leave, Bereavement.....	11
III. Leave, Personal.....	11
IV. Legal Leave, Including Subpoena.....	11
V. Jury Duty.....	11
Overtime	12
Payroll/Payroll Direct Deposit	12
Positions	12
Reasonable Accommodations.....	12
Relationships	12
Resignation	12
Safety Expectations	13
School Closing / Snow Days	13
School Vehicles	14
Supervision	14
Suspension/Probation	14
Termination	14
Time Sheets.....	14
Transfer	14
Travel Expenses	14
Vacations (all full-time 12 month personnel)	15
Video Surveillance	15
Workers' Compensation.....	15
Work Expectations	16

ADDRESS CHANGES

Any address changes will be made to the payroll office before or at the close of the pay period in which the change took place to ensure correct delivery of the paycheck.

BLOOD BORNE PATHOGEN, NON-DISCRIMINATION, AND HARASSMENT

All classified employees must undergo blood borne pathogen, non-discrimination, and harassment training every work year. (see Board Policies GAAC-4, GAACA-3) .

COMPLAINTS

Any employee who believes that any part of this handbook has not been followed correctly may submit a complaint in writing to their immediate supervisor. If the complaint is against the employee's direct supervisor, the complaint should be submitted to that supervisor's supervisor. If the complaint is not settled within 15 business days after submission, the employee may submit the complaint to the supervisor's supervisor. The supervisor shall review the complaint with the employee and investigate as needed. The supervisor shall make a determination for resolution of the complaint and inform the employee within 15 business days of the decision.

COMPUTER/TECHNOLOGY USAGE

Computer Use (See Board Policies CAN, ECH, JCDA and KBA) IIBG

District computer systems are for educational and professional use only. Employees should have no expectation of privacy from the use of district technology. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any employee, up to and including termination, for violations of this policy. (The full Acceptable Use Policy is on the district intranet site--Spring (<http://spring/>) under Forms)

DISCRIMINATION/BULLYING

Discrimination based on race, ethnicity, color, religion, sex, national origin, disability, genetic information or age will not be tolerated. Understanding the law is important. Discrimination includes actions such as harassment or the creation of a hostile work environment based on an improper motive. Examples of discrimination may include when a supervisor, director, and/or administrator:

- sexual harassment,
- writing an employee up for work rules the employee didn't break,
- reducing employees hours, scheduling for hours that are in total conflict with what the employee can do,
- reducing hourly pay, and/or etc.

Giving an employee a bad evaluation, giving constructive criticism, and/or correcting an employees' behavior is not necessarily considered creating a hostile environment nor bullying behavior. Any allegation of discrimination should be reported in the same manner as the Complaint procedure. Retaliation against anyone making a good faith complaint will not be tolerated.

DISTRICT RESOURCES/SUPPLIES

The employee should keep accurate count of resources/supplies needed to fulfill the requirements of his/her position. If additional resources/supplies need to be ordered, the employee should immediately notify his/her supervisor. Resources/supplies are for USD 230 use and should not be taken for personal use. Any supplies taken off of district property or not used for district use is prohibited.

DRUG FREE SCHOOLS AND COMMUNITIES ACT

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. All employees shall be provided access to the district's Drug Free Schools and Communities Act policy. (see Board Policy GAOB)

EMERGENCY SCHOOL CLOSING

All 12-month employees are required to report for work on days when there are emergency school closings. In the event an employee is unable to report for work, he/she may use personal leave or vacation. Employees who work less than 12 months and who work only when students are in school will not be paid for days not worked. In the event that an employee has been paid for a day not worked, an adjustment will be made in their next paycheck. Less than 12-month employees whose work calendar includes days outside of the students' school year may have an adjustment made in their next paycheck or may make up lost workdays at the discretion of the administration.

EMPLOYMENT-AT-WILL

Classified employees in USD 230 (with few exceptions) fall under the Employment-at-will category. Employment-at-will is a term used to describe an employment relationship in which a worker is employed at the will of an employer for an indefinite period of time rather than for a fixed term. Kansas enacts employment-at-will rules, where both the employer and the employee have the ability to end the employment relationship at any time and for any reason.

ESTABLISHED POLICIES & PRACTICES

The classified employee handbook shall apply to personnel who have a work agreement. Employees are subject to policies, rules and regulations adopted by the Board of Education concerning classified personnel of Spring Hill Unified School District 230

EVALUATIONS

USD 230 shall maintain a formal performance evaluation plan for classified employees as per policy GCI. A performance rating report shall be completed for all classified staff who have a work agreement before the end of their yearly assignment. Upon completion, the report is to be submitted to the Assistant Superintendent/Human Resources and a copy given to the employee.

HAZARDOUS WASTE INSPECTION AND DISPOSAL

Any employee who becomes aware of or discovers hazardous waste shall notify employee's immediate supervisor. Immediate supervisors will provide rules and regulations reporting and proper disposal of hazardous waste, if your job warrants.

HEALTH AND DENTAL FRINGE BENEFITS

A district contribution to health and dental insurance premiums will be paid for classified employees who participate in the district-sponsored health insurance plan. Part-time employees must be eligible for KPERS to qualify for the insurance benefit. Level of contributions will be determined each year. Substitute personnel will not be eligible for this benefit. The school district provides eligible employees with a \$20,000 paid group life and accidental death policy. Additional benefits, such as group term life and accidental death insurance, will be available to the classified employee for additional purchase. Employees who participate in the physical screening provided at district facilities or have completed a physical screening by a medical doctor, will save \$25.00 per month toward their health premium cost.

VOLUNTARY SALARY REDUCTION PLAN

USD 230 employees may participate in a salary reduction plan for the following options:

- Qualified dependent/child care;
- Group health/dental/cancer/accident/disability income protection insurance plan; or
- Medical out-of-pocket expense.

A participant may elect to terminate their Voluntary Payroll Reduction Agreement or change the benefits elected at open enrollment or if a qualifying event has occurred. A qualifying event is a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of a spouse. The participant shall supply written verification to the district of such change. This must be 30 days from the date of such change in family status, which has occurred. A participant desiring to make such change may discontinue participation or reduce benefits but an election of new or increased benefits shall be subject to the requirements of the particular nontaxable benefit selected.

HEALTH EXAMINATIONS

As a condition to entering employment, all new employees are required to complete a health examination, which includes a tuberculin test, and submit the Certification of Health for Classified Personnel form to the Benefits office. If at any time there is a reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils and/or staff, the school board may require a new certification of health. (K.S.A. 72-5213)

HIRING

USD 230 is an equal opportunity employer. The district will make every effort to assure equal opportunity of qualified individuals, regardless of race, ethnicity, age, disability, genetic information, color, religion, national origin, ancestry or sex. USD 230 will endeavor to remain in compliance with all Americans with Disabilities Act regulations. It is the employee's responsibility to notify his direct supervisor of the need for any "reasonable" accommodations needed (see reasonable accommodations). All new employees will be required to pass a Kansas Bureau of Investigation background check. Any employee who is arrested or convicted of a crime has a duty to report in writing to the Human Resources department within three business days of the incident. The BOE reserves the right to have an employee examined by a physician of his/her choice to determine if the employee is mentally and/or physically able to fulfill the obligations of the employment contract and/or the policies and rules of the Board of Education. The costs of any examination required will be borne by the Board of Education. Any classified employee who is involved in an accident while using a district vehicle may be required to take a drug test. Exceptions to be made based upon the judgment of the supervisor. If, in the opinion of the director or administrator, an incident/accident is sufficiently serious to warrant a drug test, the director/ administrator may petition the superintendent or designee to direct a drug test on any classified employee. Any director/ administrator-petitioned test approved by the assistant superintendent will be paid at district expense.

HOLIDAYS - Paid/Non-Paid

Holiday is defined as paid non-working days. The holidays will be:

- New Years Day
- Memorial Day (12 month employees)
- Independence Day (12 month employees)
- Labor Day
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day

If New Years Day, July 4, and/or Christmas Day fall on Saturday, the observed paid holiday will be the immediately preceding Friday. If a before-mentioned holiday falls on Sunday, the observed paid holiday will be the immediately following Monday.

*Salary equal to daily hours specified on Salary Placement Letter, providing the individual is employed during said holiday.

To receive holiday pay, an employee must be in pay status the scheduled working day before and following the holiday(s), and working a minimum of a nine-month schedule. Pay status is defined as physically on the job or on "paid leave" or on "paid vacation" for the full scheduled working day. Supervisors have some decision-making discretion on working with employees who schedule vacations during holidays.

HOURS (WORK)

Below are our same rules and procedures. When we move to TrueTime, we have to be very precise in following our procedures

- All classified personnel will work the number of days and hours per day as listed on the employee's at-will agreement.
- Employees are assigned specific starting and ending times and may perform absolutely no work outside this schedule (i.e., no overtime) unless specifically authorized by their immediate supervisor **in writing**. Any deviation from the assigned starting/ending time must be approved by the supervisor **in writing**. All excess or overtime hours must be pre-approved **in writing** by the supervisor.
- While USD 230 appreciates employees who want to work "above and beyond" without pay, we cannot allow this practice due to Wage and Hour laws. Employees should not be at work before/after they clock in/out and employees should not clock in/out before their designated work time. Failure to follow this rule can result in disciplinary action.
- If the employee prefers to take compensatory time he/she must request from and receive permission **in writing** from his/her Supervisor **prior to working** beyond their regular work schedule.
- Employees shall not clock in or out for another employee. This will lead to disciplinary action for both employees that could result in suspension or termination

IDENTIFICATION BADGE

Employees who are employed under an employment agreement or contract will be issued one nontransferable identification badge. All identification badges must be returned upon termination of employment. Identification badges will not be issued to part-time or substitute employees unless otherwise approved by the Human Resources office.

INSUFFICIENT FUNDS

Should funds available to the Board of Education be insufficient to meet payroll, the pay rate of each employee shall be lowered on a pro rata basis.

LEAVES AND ABSENCES

Classified employees must be in one of the following duty statuses each day covered by their work agreement: Present for Duty, Vacation, Sick Leave, Bereavement Leave, Leave of Absence (advance approval in writing required), Personal Leave, Jury Duty, Military Leave (USD 230 will follow all state and federal guidelines), Family Medical Leave Act (FMLA) of 1993 (see GARI), School District Business, Professional Improvement. There are no official "dock" or "without pay" days. Without prior written permission from a district level director, principal and/or district level administrator, any classified employee who is absent without accrued leave may be terminated.

I. Sick Leave

Sick leave is defined as a time when classified employees may be absent from duty exclusive of vacation/personal time.

Sick leave may be used for personal illness or serious injury of the employee, or illness or serious injury of immediate family members.

As used herein, "immediate family" shall be:

- Classified employee's spouse;
- Classified employee's natural or adopted dependent children;
- Classified employee's spouse's natural or adopted dependent children;
- Classified employee's foster dependent children;
- Classified employee's parents;
- Classified employee's step-parents.

The terms of days as used herein are defined as days on which the classified employee drawing sick leave would normally have reported for duty. Under certain circumstances the employee may be required to provide documentation from a physician identifying the nature of the illness or injury. Employees must have a physician's written permission to return to their normal working assignment after an extended absence due to an injury or illness.

Class I and II (as noted on your placement letter) and 9-month employees: One (1) day for each month of employment, up to a maximum of nine (9) days per year, accumulative to seventy (70) days for full-time employees. Sick days can be used only after they are earned. Employees must work a full month to earn one (or each) sick day.

12-month employees: Twelve (12) days per year, accumulative to seventy (70) days for full-time employees. Sick days can be used only after they are earned. Employee must work a full month to earn each sick day.

Pay for unused sick leave

When an employee has accrued at least 60 days of **banked sick leave* at the end of the fiscal year (July 1 – June 30), the Board of Education may, each year, purchase a maximum of five (5) days of sick leave from the employee's **current earned sick leave* at a rate of 1/7th of the employee's daily pay rate.

For example, if an employee has earned nine (9) sick days in the current fiscal year, but has only used two (2) of those in the current year, the BOE may purchase five (5) of the remaining seven (7) days, while the other two (2) days are accrued as banked sick leave. This provision may only be exercised by the BOE if this employee has 60 days of banked leave prior to the current fiscal year.

The Board of Education will notify the classified employee by June 30 as to how many *current unused sick leave* days will be purchased for the current fiscal year.

Definitions:

Banked Sick Leave – Unused or uncompensated sick leave earned prior to the current fiscal year. Banked sick leave may only accumulate to 70 days.

Current Earned Sick Leave – Unused sick leave earned in the current fiscal year. Current earned sick leave which is not purchased by the BOE will become banked sick leave at the change of the fiscal year (July 1).

1/7th Daily Rate of Pay – Calculated by taking the employee’s average daily rate of pay for the fiscal year and dividing it by seven (7).

Pay for unused sick leave for classified employees nearing retirement

Classified employees may be paid for up to 70 accrued and unused sick days at a rate of 1/7th their average daily rate of pay. The following conditions would also need to be met:

1. The employee has submitted a written application for payment of unused sick leave to the District Office on a form provided by the School District by August 15th of the year payments would begin; and the superintendent approves the application.
2. The employee has a minimum of 15 years of service to the district.
3. The employee will qualify for KPERS retirement benefits not more than 36 months after the submission of an application for payment of unused sick leave to the District Office.

If the applicant qualifies for payment of unused sick leave and the Superintendent approves the application, the applicant will be entitled to payment for all banked unused sick leave in installment payments over the remaining period of time until the applicant qualifies for KPERS retirement benefits. Such installment payments shall be added to the employee’s periodic salary payment and shall be subject to the wage withholding requirements of state and federal law. An employee who receives payment for unused sick leave shall no longer be entitled to those sick leave days for which payment has been received.

II. Bereavement Leave

Three (3) days per year, (two will be un-accumulative, the third day will be deducted from sick leave). Bereavement leave shall be granted only when the deceased was related to the employee as a spouse, grandparent, parent, child, brother, sister, or grandchild. Other bereavement leave may be granted at the discretion of the superintendent.

III. Personal Leave

One (1) day per year, un-accumulative. One (1) additional personal day may be taken and deducted from sick leave.

- All leave days used will be deducted from the employee accumulated sick leave total.
- An Anticipated Absence Form (see Spring) must be filled out and approved by the employee’s immediate supervisor at least three days prior to any expected absence.
- Personal leave on the day before or after an authorized school holiday will not be honored. Special requests for personal leave during these days may be submitted to building principal, director or administrator if the request specifies an once-in-a-lifetime opportunity or is at the request of director.
- On the last weekday involving a weekend preceding a recognized school holiday or the day following such school holiday.

IV. Legal Leave, Including Subpoena

The superintendent may grant employees legal leave without pay to attend to legal matters. Absence for legal matters is permitted when:

- A. Any employee is required to attend any legal action in a court of law as a witness, plaintiff or defendant.
- B. Any employee is not required by court order or subpoena, but requests leave to settle any legal action filed against or instigated by the employee or his/her dependents.

V. Jury Duty

Payment for Jury Duty: A classified employee called and/or assigned jury duty will be paid his/her daily rate of pay, less any money or monies received from the Court for actual work days missed. Court appointed funds will be returned to USD 230 less funds given for transportation to and from Court. Payment must be approved by the Superintendent and will be made for actual days missed.

OVERTIME

For those personnel of Spring Hill USD 230 who work on a regular, supervised, total hours basis per week, any hours worked over the regular 40 hour week (hours in pay status) will be considered overtime. All overtime hours must have prior written approval of the appropriate classified supervisor. All overtime (over 40 hours) so approved will be paid at the rate of time and one-half. Directors/administrators are authorized to change any work schedule deemed necessary to maintain a working force to meet the needs of the district, but no more than a 16-hour duration. Every effort will be made to minimize disruption to an employee's regular duty hours.

PAYROLL/PAYROLL DIRECT DEPOSIT

USD 230 provides a payroll direct deposit program to its employees at no charge. All employees are requested to participate. If there is an error in payment, please contact the business department in writing immediately with your concerns.

POSITIONS

1. All classified positions will be determined by the superintendent or his designee and as approved by the Board of Education.
2. The Board of Education will approve the employment of classified personnel.
3. The Board of Education, or its representative, reserves the right to assign or reassign all classified personnel.
4. Full-time positions: in order to be considered a full-time employee, the employee must work at least thirty (30) hours per week based on a nine-month schedule.

REASONABLE ACCOMMODATIONS

Spring Hill USD 230 will make reasonable accommodations to help employees accomplish their jobs successfully. This does not include creating a new job if the employee cannot meet their job description requirements.

RELATIONSHIPS

Employees shall keep their relationships at a legal, consensual, ethical, and professional level. In the event two employees' relationship changes, they will maintain a civil and professional relationship while on district property and/or conducting district business.

RESIGNATION

An employee must give at least ten (10) working days notice to their immediate supervisor before the expected date of resignation. Keys, photo identification badge, and other district property should be turned in before employee leaves the district.

SAFETY EXPECTATIONS

The establishment and maintenance of a safe working environment is the shared responsibility of the district and all district employees at every level. The district will attempt to do everything within its control to ensure compliance with federal, state and local safety regulations and to provide a safe working environment for employees. It is the district's expectation each employee will follow sound safety practices with due diligence, wear safety equipment when required and operate district owned equipment and vehicles in a safe manner. Employees should be aware of possible safety concerns – loose clothing, jewelry, hair which can be caught in equipment, cell phone and/or electronic usage while operating equipment, etc. (this list can never be comprehensive). Additionally, employees are expected to correct or report unsafe conditions immediately. All accidents that result in injury must be reported to the appropriate supervisor in a timely manner.

SCHOOL CLOSING/SNOW DAYS

Twelve month employees are expected to work on all snow days. Unless otherwise specified by the director/administrator, employees who work less than 12 months have the option to "make up" those days during the school year as a result of inclement weather. To facilitate a process for the "make up" days, the following guidelines have been established:

1. Contact Human Resources in writing by May 10 (before 4:30 pm) that you wish to make up the days. The written request must specify the number of days to be made up.
2. All "make up" days will occur in the month of June.
3. The assignment/dates of employment will be determined by the district. There is no guarantee the days will be made up after the employee's last day of employment, or in the building of the employee's current assignment.
4. The employee will be paid their current hourly rate of pay for this school year.
5. Time sheets will be required. Employees will be asked to note on the time sheet that they are making up days due to inclement weather.
6. The business office will pay staff for the make up days at the end of June.

SCHOOL VEHICLES

Any employee who anticipates driving a district vehicle must submit a copy of a valid driver's license to the district office. If an employee's driver's license is suspended or revoked, the employee shall immediately notify the district office and shall immediately cease driving a school vehicle.

SUPERVISION

The superintendent or designee is responsible for the supervision of all classified employees not directly under the supervision of the building principal. Building principals will work with the appropriate supervisor in the supervision of personnel assigned to the respective building.

SUSPENSION/PROBATION

Classified personnel may be suspended with or without pay by the superintendent or designee. Classified employees may be placed on a 60-calendar day probation upon the recommendation of their supervisor and approval of the superintendent or designee.

TERMINATION

USD 230 will give notice before termination of any employee. The Board and administration reserve the right to terminate an employee immediately. Upon termination the employee is expected to return keys, photo identification, and any other district-owned property in his/her possession. The employee should vacate the premises immediately and should not be on USD 230 property without the superintendent's or designee's prior permission.

TIME SHEETS

Time Sheets must reflect exact time worked at job site (as designated by director/administrator). Time sheets run from the 26th of the previous month through the 25th of the current month. Time Sheets are due the 25th of each month to your building secretary or your direct supervisor. Employees are paid on the 10th of the month. Failure to follow these expectations could result in disciplinary action up to termination.

TRANSFER

The Board of Education, or its representative(s), reserves the right to assign or reassign all classified personnel. Employees can apply for other positions within the school district when those positions are available.

TRAVEL EXPENSES (all personnel)

Classified personnel may be permitted to attend state, regional and national meetings. Guidelines for payment of expenditures and reimbursements are defined in the Travel and/or Professional Activity Request Form (located on the Intranet Spring).

VACATIONS

(all full-time 12-month personnel)

Vacation benefits are provided for full time, twelve month, classified employees. Vacation accrues at the rate of .83 day per month up to a maximum of ten (10) days* per year coinciding with the employment year of July 1 to June 30. The above is applicable for one to five (1-5) years of employment, after five (5) years of employment, classified employees receive fifteen (15) days** vacation per year (accrual rate will start after the 5th anniversary). When employees leave the district (retirement, resignation, etc.), they will receive pay for their unused vacation time based on their daily rate of pay

The following schedule has been established for vacation benefits: Beginning date of employment of July, 10 days; August, 10 days; September, 10 days; October, 9 days; November, 8 days; December, 7 days; January, 6 days; February, 5 days; March, 4 days; April, 3 days; May, 2 days; June, 1 day.

EXCEPTION: Days for vacation will be prorated if employment begins after the twenty-fifth of a specific month. Vacation days can be used after they are earned. Employees must work a full month to earn one vacation day. Vacation days accrued during the

current school year must be taken by June 30 of the next school year or they are considered lost unless specific permission is given by the employee's director/administrator. The school year is from July 1 to June 30.

* Vacation pay equal to daily hours specified on Salary Placement Letter.

** Vacation pay equal to daily hours specified on Salary Placement Letter.

VIDEO SURVEILLANCE

USD 230 has many video cameras throughout the district. Employees should be aware they may be under video surveillance while at work.

WORKER'S COMPENSATION

USD 230 provides Worker's Compensation (WC) for all employees. When an employee is injured on the job they are required to report their injury to their immediate supervisor immediately. The USD 230 may require the employee to meet with the district's WC designated doctor. Within ten (10) days of the accident, the worker's compensation accident form must be completed and given to the employee's supervisor. Sick leave pay will be reduced by the amount of the worker's compensation salary benefit received

WORK EXPECTATIONS

For a school district to function properly, it is imperative for the district's employee to arrive at the proper place and time and be prepared to work. Employees are expected to arrive at work on time and ready to work. It is imperative that employees notify their supervisor (a minimal one hour) ahead of time (preferably 24 hours in advance) if they cannot attend work or if they will be late. Employees who do not arrive for work, without prior notification, may be terminated immediately.

Employees are expected to dress in a manner that is appropriate and safe for their duties. Unless otherwise noted by your director (most food service employees have a working lunch), employees have a thirty (30) minute duty free lunch. Employees should not leave their work site during the duty hours unless instructed to do so by their supervisor.

Personal calls, personal visits, personal e-mails, personal texts, or other personal electronic communication should not be conducted during work hours. Employees shall be engaged in the work duties assigned to them per their job description while on duty.

Employees will

- honor all confidentiality requirements
- provide for the protection of school district assets
- refrain from the use of school district assets (without direct supervisor written permission)
- maintain proper workplace etiquette (professional, courteous, ethical, and diligent behavior).

Employees shall conduct themselves in a professional manner at all times while on district property and/or conducting school business. Employees who do not meet these basic expectations can be disciplined up to and including termination.

Handbook Signature Page
Spring Hill – USD 230
2016-2017 Classified Handbook

I, _____, have received the
(Please print - Name)

2016-2017 classified handbook on

(Please print - Date)

I understand future editions of the Classified Employee Handbook will be on the district website and it is the expectation I will check the website and be responsible for any changes made in future editions. Any questions I have will need to be taken to my direct supervisor.

Employee signature

By signing this page, I am not stating I agree with all information within this handbook, I am merely stating that I have received this handbook