



**BROOKHAVEN SCHOOL DISTRICT
EMPLOYEE HANDBOOK RECEIPT AND ACKNOWLEDGEMENT**

I, _____ have read the **2018-2019** Brookhaven School District employee Handbook, and I agree to comply with the policies and procedures described in the handbook.

“At-Will” Employees - I understand and agree that I am an “employee-at-will”. I understand my employment is for an unspecified period of time, and that either the District or I may terminate employment at any time, with or without reason or notice. I understand the policies described in this handbook do not explain every employment situation. These are merely guidelines. I understand that district management, in accordance with legitimate district considerations, may make exceptions and clarifications to these policies. Further, I acknowledge that the District may add, change, or delete any policy in this policy handbook with or without notice.

Further, I acknowledge the employee handbook is **NOT** an employment contract, nor is it intended to create any contractual rights, obligations, or guarantees of my future employment with the District. In addition, I understand no one has the right to alter the employment-at-will relationship other than the Superintendent.

Licensed Employees - I understand I am a “licensed” employee. I understand the policies described in this handbook do not explain every employment situation. These are merely guidelines. I understand that district management, in accordance with legitimate district considerations, may make exceptions and clarifications to these policies. Further, I acknowledge that the District may add, change, or delete any policy in this policy handbook with or without notice.

If I have any questions about any policy in this handbook, I understand I may talk to my primary supervisor or the Superintendent.

Further, this employee handbook is the property of the Brookhaven School District. I understand it has been compiled for information purposes.

Check applicable:

_____ **“At-Will” Employee (Classified)**

_____ **Licensed Employee (Certified)**

Signed: _____

Date: _____

cc: Employee Personnel file