



Classified Employee Policy Manual Receipt Form

I have been given the Classified Employee Policy Manual and take responsibility for reading and understanding its content. I further understand that should I commit any violation of this manual disciplinary action, dismissal and/or appropriate legal action may be taken.

Your signature on this Classified Employee Policy Manual Receipt form is legally binding and indicates that the party who signed has read the manual carefully and understands the manual's significance.

Employee Name: _____
(Please Print)

Employee Signature: _____ Date _____

Please return this form to Central Administration – Jackie Bornemeier within one week of receiving the Classified Employee Policy Manual.