

12. EMPLOYEE RECEIPT AND ACKNOWLEDGMENT

**Employee Handbook
2018-2019 School Year**

As an employee of the School District of Ashland, I acknowledge receipt of this Employee Handbook, and understand that the Employee Handbook is simply a means to acquaint me with the School District of Ashland and its operations, and provide guidelines in regard to its policies and my employment.

I understand that the Employee Handbook does not constitute a contract of employment, express or implied, between the School District of Ashland and myself and that no oral statements by supervisors or management can alter this disclaimer or create a contract. Only the Board of Education has the authority to create an employment contract, and such contract must be in writing and signed by the Board to be valid.

I further understand that, unless otherwise agreed upon in a written employment contract between the Board and myself, my employment with the District is "at-will," not for any definite period of time, and may be terminated by myself or the District at any time and for any reason not prohibited by law.

I also understand that if I have an individual employment contract with the District, as required and pursuant to §118.21 (1), or §118.24 (1), this Employee Handbook does not constitute a separate contract of employment, express or implied, between the District and myself. In the event that any Employee Handbook provision conflicts with any applicable employment contract provision, the employment contract shall control.

I understand that the School District of Ashland reserves the right to modify, amend, or delete any provisions of the Employee Handbook at any time. I will receive copies of any such modifications, amendments, or deletions.

I understand that this Employee Handbook supersedes all previous manuals or handbooks that I have received or have been advised of by the District. I also understand that any subsequent revisions to the provisions of this Handbook will supersede those contained herein.

I further understand that Board policy may be adopted/updated at any time. And therefore understand, that Board policy will supersede language contained in this Employee Handbook.

Printed Name

Signature

Building Location

Date

The School District of Ashland does not discriminate based on age, race, creed, religion, color, disability, handicap, marital status, sex, sexual orientation, national origin, citizenship status, ancestry, arrest record, conviction record, or membership in the National Guard or military forces of the United States, or other protected group status.

**PLEASE RETURN THIS FORM
TO YOUR BUILDING PRINCIPAL OR SUPERVISOR**