



# Employee Handbook Receipt

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## Employee Information 2024-2025 Acknowledgement Receipt

Name: \_\_\_\_\_

Department: \_\_\_\_\_

(<http://www.lindaleagles.org>)

I hereby acknowledge the location of a copy of the Lindale ISD Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. 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 the handbook. 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 Deputy Superintendent if I have questions or concerns or need further explanation.

Please refer to the Lindale ISD website. Under the Human Resources drop down box on the home page you will find a link titled Current Employee Information. Under this link you will find the following pertinent district information:

- 2024-2025 Lindale ISD Employee Handbook
- Use of Electronic Media with Students Policy (DH LOCAL)
- Instructional Staff Dress Code
- Job Descriptions
- AESOP/Frontline (Instructional Staff)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Many times during the year LISD will receive public information requests for employee information. LISD is required to release this information unless the employee has requested not to.

Please circle one of the following; LISD has my permission to (**RELEASE/NOT RELEASE**) my public information when requested.