

## **BRAZOS SCHOOL FOR INQUIRY & CREATIVITY**

### **1.4. Acknowledgement of Receipt of Employee Handbook**

The information contained in this personnel handbook is important and I should consult with Human Resource Department if I have a question that is not answered in this handbook.

I acknowledge that the BRAZOS SCHOOL FOR INQUIRY & CREATIVITY personnel handbook does not create an employment contract or otherwise modify my at-will employment status. I understand that no one has the authority to alter an employee's at-will status, or guarantee an employee's employment for a specific period of time, unless it is approved by the superintendent, is in writing, and is signed by both myself and the superintendent.

I understand that BRAZOS SCHOOL FOR INQUIRY & CREATIVITY may amend or withdraw any or all portions of the employee handbook at any time. I understand that it is my responsibility to comply with the provisions in the employee handbook, including any revisions, and that failure to comply may lead to disciplinary action. I further acknowledge that any revised information may supersede, modify, or eliminating existing provisions within the employee handbook. By remaining employed by BRAZOS SCHOOL FOR INQUIRY & CREATIVITY following any modifications to the employee handbook I thereby accept and agree to such changes.

I acknowledge that I have read the handbook that is located online at [thebrazoschool.org](http://thebrazoschool.org) website and agree to read any amendments of the handbook. I understand that I am required to sign and date this Acknowledgment of Receipt and return it to the HUMAN RESOURCE DEPARTMENT. I understand that a copy of this form will be retained in at the district office.

**SCHOOL YEAR:** \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Employee's Name