

WESTFIELD PUBLIC SCHOOLS
RECEIPT OF HANDBOOK BY EMPLOYEE

I hereby certify that I have reviewed the Westfield Public Schools Employee Handbook. I understand that it is my responsibility to thoroughly read this handbook located on our Westfield Public Schools Website under Human Resources. I am also aware that I can get a paper copy by requesting one in writing from the Human Resource Office. If I should have any questions, or need clarifications on any items, it is my responsibility to speak with my supervisor immediately. I understand that it is my responsibility to abide by all the rules and regulations contained in this handbook.

Any disciplinary action in connection with employee violations of the policies contained in this handbook will be conducted in accordance with the provisions of any applicable collective bargaining agreements and statutes in effect at the time of such disciplinary action.

(Date)

(Signature)

Print Name Here

*Return the signed receipt to your principal within ten (10) days.