



EMPLOYEE HANDBOOK

Policy and Procedure Acknowledgment of Receipt

PRINT FORM FOR NON-NETWORKED EMPLOYEES AND LONG-TERM SUBSTITUTES

This signed acknowledgment form confirms receipt of the Harford County Public Schools 2016 *Employee Handbook* which includes, but is not limited to, the following policies as of March 2016:

- Statement of Professional Conduct
- Professional Dress Code
- Non-discrimination in Employment
- Payroll Information
- Employment References
- Criminal Background Investigation
- ID Badges
- Hepatitis B Vaccine
- Tuberculosis Information
- Notice of Resignation
- Ethics Policy Statement
- Reporting Child Abuse and Child Neglect
- Reporting Improper Actions by Employees, Contractors, or Agents
- Responsible Use Regarding Telecommunications Equipment
- HCPS E-mail Accounts
- Employee Transportation of Students
- HCPS Drug-Free Workplace
- Tobacco Use Policy
- Policy Statement on Non-Discrimination
- Title IX Complaint Process
- Americans with Disabilities Act/Section 504
- The Reasonable Accommodations for Disabilities Due to Pregnancy Act
- The Reasonable Accommodations and Service Animals Under the Americans With Disabilities Act
- Family and Medical Leave Act Procedures
- Family and Medical Leave Act: Military Family Leave Entitlements
- The Deployment of Family Members in the Armed Services Act
- Worker's Compensation
- Education that is Multicultural

HCPS policy requires all non-networked employees to have a signed acknowledgment form, confirming receipt of the Employee Handbook, on file with the Human Resources Office. For additional information, please contact the Human Resources Compliance Specialist at 410-588-5247.

Please return the signed form to the Human Resources, Staff Management Department.

Print Full Name

Employee ID # (Required)

Job Title

Work Location

Employee Signature

Date