

**HCPS Substitute Teacher Handbook/SmartFindExpress Training
Acknowledgement Form**

I acknowledge that I have received a copy of the Harford County Public Schools (HCPS) Substitute Teacher Handbook. I also acknowledge that I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Harford County Public Schools.

Employment as a substitute with Harford County Public Schools is employment at-will. This means that a substitute employee's employment can be terminated at any time, with or without cause, by either the substitute employee or by HCPS. Nothing in any document or statement now in existence or hereafter created shall limit the right to terminate the employment at-will status. No other officer, agent or the employee of HCPS has the authority to revise, waive or alter this at-will employment policy. Please read the Handbook and the employee Standards of Conduct carefully to understand these conditions of employment before you sign this document.

Furthermore, I certify that I have completed the online SmartFindExpress training for substitute teachers.

Printed Substitute Teacher Name

Substitute Teacher Signature

Date