



Plano Independent School District Human Resources Division

HR Policy Guide Acknowledgment

By signing this acknowledgment, employee acknowledges employee has reviewed, has access to and/or has been informed of the location of the Plano Independent School District's Human Resources (HR) Policy Guide, located at <http://inside.pisd/hr/PolicyGuide.shtml> (access to this intranet website is available through district network computers).

In the HR Policy Guide, employee understands that selected policies, practices, and procedures are set out, including those detailing the standards of conduct, grievance process, and sexual harassment policies of the district. Employee further understands that the employee is required to abide by all Plano ISD policies, regulations, guidelines, and directives.

In addition to policies, the district has published guidelines regarding:

- **Use of Electronic Media and Personal Internet Sites by District Employees**
- **Fair Labor Standards Act (FLSA) related to overtime pay for non-exempt employees**

These guidelines may be accessed on-line at <http://inside.pisd/hr/PolicyGuide.shtml> (access to this intranet website is available through district network computers).

Employee understands that if requested, a hard copy of the HR Policy Guide will be made available to the employee. Employee understands that although a hard copy of the HR Policy Guide may be obtained from the employee's office manager or supervisor, hard copies may not contain the most current policies in existence.

All District employees are responsible for reading and complying with the most current version of all Plano ISD policies.

All current policies may be accessed at <http://www.tasb.org/policy/pol/private/043910/>, or through the district's website at <http://www.pisd.edu/about.us/policies/index.shtml>. Questions may be directed to supervisors, department heads, HR, or other appropriate District offices.

I have read, understand, and accept the contents of this document.

Employee Legal Name

Employee Signature

Employee Social Security Number

Date Signed

Campus / Department