

Plano Independent School District HR Policy Guide Acknowledgment

By signing this acknowledgment, I acknowledge I have reviewed, have access to and/or have been informed of the location of the Plano Independent School District's [Human Resources \(HR\) Policy Guide](#).

In the HR Policy Guide, I understand 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. I further understands that the employee is required to abide by all Plano ISD policies, regulations, guidelines, and directives.

The HR Policy Guide also provides links to the notices included in the required work-site posters displayed in all District buildings (e.g. Federal and State postings for Texas Public Employers; Concealed Handguns Prohibited), as well as the Fraud Hotline poster.

In addition to policies, the District has published guidelines regarding the Fair Labor Standards Act (FLSA) related to overtime pay for non-exempt employees and Technology Resources Employee Acceptable Use. These [guidelines](#) may be accessed on-line.

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 [Policy On Line](#). 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.