



ESSEX NORTH SHORE

AGRICULTURAL & TECHNICAL SCHOOL DISTRICT

562 Maple Street, Danvers, MA 01923
www.essexnorthshore.org 978-304-4700

ACKNOWLEDGEMENT OF RECEIPT AND READING OF THE EMPLOYEE AND STUDENT HANDBOOKS AND THE POLICIES, PROCEDURES & RESPONSIBILITIES WITHIN

- I. I have online access via the school's webpage to the Student Handbook and the Employee Handbook including the policies and procedures outlining the responsibilities of employees of the Essex North Shore Agricultural & Technical School District.

- II. I acknowledge that I have read the handbooks, policies and procedures. Should I have any questions I will contact Shannon Donnelly, Assistant Superintendent/Principal or Micah Klayman, Director of Human Resources. These policies, procedures and handbooks are subject to change. It is understood that any changes will supersede the current policies, procedures and handbooks. I understand that I will be notified of such changes via the school district's email.

- III. I hereby acknowledge that I received a copy of the summary of the conflict of interest law for municipal employees, revised November 14, 2016 via the District Employee Handbook.

Signature of Employee

Date

Please print your Full Name

Please print your Department

Please sign and return to Maria Barkhouse, Administrative Assistant to the Director of Business Operations & Human Resources Director.

This acknowledgment is to be filed in the Human Resources Office.