



**2012-13
EMPLOYEE HANDBOOK**

ACKNOWLEDGEMENT FORM

The Employee Handbook contains important information about the policies, procedures and programs of Henry County Schools. Employees should read the handbook at the start of the school year and keep the handbook for future reference.

After initialing to the left of each statement, please sign and date the form, and return the form to the designated recipient in your school or department by the designated date and time. This signed form should be placed on file at the school or department no later than August 3, 2012.

Certificated Employees Only

_____ I have received either a hard copy or an electronic copy of the **2012-13 Certificated Employee Handbook**, and I have reviewed this handbook.

Classified Employees Only

_____ I have received either a hard copy or an electronic copy of the **2012-13 Classified Employee Handbook**, and I have reviewed this handbook.

All Employees (initial each statement):

_____ I have received directions and viewed the **video on Infection Control**.

_____ I have received directions and viewed the **video on Bullying Prevention**.

_____ I have received directions and viewed the **video on Auto-Injectable Epinephrine**

_____ I have received directions and viewed the **video on Child Abuse**.

_____ I have received a copy of the **Drug-Free Workplace Policy (GAMA)**.

_____ I have received a copy of the **Sexual Harassment Policy** in the Henry County Certificated Employee Handbook or in the Henry County Classified Employee Handbook.

_____ I have viewed the **video on use of the AED (secondary level only)**.

_____ I have received the application for **Family and Medical Leave Act (FMLA)** leave.

_____ I have received and signed a copy of the **Procedures for Workers' Compensation**.

_____ I have received a copy of the **Seclusion or Restraint of Students Policy JGF(2)** and viewed the Restraint Training Module.

I understand if I have any questions or comments regarding the handbooks, policies, or procedures, I should direct those questions or comments to my immediate supervisor or to Mr. Rodney Bowler, Assistant Superintendent of Administrative Services.

Name (Printed)

School

Signature

Date