



Employee Handbook and Video Acknowledgement

(Video: Child Abuse/Neglect Reporting & Sexual Harassment; Computer Ethics & Security; Bloodborne Pathogens)

The Employee Handbook is located on our website, www.aacps.org, under Human Resources, Employment Policy. This handbook is designed as a general guide for school system employees to provide basic information about matters of interest and concern to all employees. The handbook contains brief descriptions of many important procedural items as well as references to negotiated agreements, administrative policies and regulations, and practices. The handbook is not intended to replace these resources, but rather to provide a one-document summary and reference point for select items which are informative to all employees, as well as guidance to new Anne Arundel County Public Schools employees.

All employees, both current and newly hired, are expected to familiarize themselves with the Employee Handbook. In particular, employees should review the following Board of Education Policies and Regulations which are referenced in the Employee Handbook.

TOPIC	POLICY	REGULATION
Child Abuse/Neglect – Reporting	JEF	JEF-RA
Employee Complaints and Grievances	GAHH	GAHH-RA
Dating Between Employees and Students	GBV	GBV-RA
Anti-Harassment – Employees	GAGG	GAGG-RA
Self-Reporting Charge/Arrest/Conviction	GANN	GANN-RA
Drug-, Alcohol-, and Tobacco-Free Work Environments	GAC	GAC-RA
Computer Ethics and Security	DI	DI-RA

All employees are responsible for viewing the videos pertaining to the reporting requirements and procedures regarding **Anti-Harassment – Employees, Child Abuse/Neglect**, and **Computer Ethics and Security** as set forth in Board of Education Policies and Regulations: GAGG/GAGG-RA, JEF/JEF-RA, and DI/DI-RA respectively.

All **newly hired employees*** will view these videos at a processing session at the Board of Education and the Handbook/Video Acknowledgement form will be maintained by the Division of Human Resources for inclusion in the Official Personnel File for those employees viewing the required videos.

* All **newly hired teachers starting before the school year begins** will view the videos at their school **no later than fifteen (15) days** following their first day of employment. The Handbook/Video Acknowledgment Form will be signed and maintained at the school and placed in the local manager file.

By signing this document, I acknowledge the requirements and expectations outlined in the Employee Handbook and Board of Education Policies and Regulations. I attest that I will complete the following actions:

- _____ I will read and familiarize myself with the Employee Handbook for Anne Arundel County Public Schools. I understand this document is located on the AACPS website at www.aacps.org/aacps.boardpolicies.
- _____ I am expected to review the Board of Education Policies and Regulations related to my employment or position with Anne Arundel County Public Schools as outlined in the Employee Handbook.
- _____ I understand that there are reporting requirements for several of the policies/regulations, including child abuse/neglect and criminal convictions, and that I am required to follow the reporting requirements. If I have questions about any policy and/or regulation, I understand it is my responsibility to speak with my principal/supervisor or contact the Office of Investigations at 410.222.5287.
- _____ I understand that I am responsible for viewing the videos pertaining to the reporting requirements and procedures regarding Anti-Harassment – Employees, Child Abuse/Neglect, and Computer Ethics and Security.
- _____ I have received a copy of “What Every Employee Must Know” in conjunction with this acknowledgement form.

I also acknowledge the requirement that I report any and all violations of the above captioned policies. I understand that failure to do so may be a violation of the Anne Arundel County Public Schools’ policies and procedures and subject me to disciplinary action.

Name (Printed)

Current Work Location

Signature and Date

Last 4 digits of SSN

Position

After completing, please return this form to your Supervisor/Principal.