



Employee Handbook Acknowledgement

By signing this document, I acknowledge my requirements and expectations with regard to the Employee Handbook and Board of Education Policies and Regulations and attest that I will complete the following actions required:

_____ I will read and familiarize myself with the Employee Handbook for Anne Arundel County Public Schools.
Employee I understand this document is located on the AACPS website.
Initials

_____ I am expected to review the Board of Education Policies and Regulations related to my employment or position
Employee with Anne Arundel County Public Schools or as outlined in the Employee Handbook. I understand that there
Initials are reporting requirements for several of the policies/regulations 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.

_____ **If a new hire**, I will view the required videos **within fifteen (15) days** of the start of my employment and
Employee complete the Video Acknowledgement Form required.
Initials

_____ I have received a copy of “*What Every Employee Must Know*” in conjunction with this acknowledgement form.
Employee
Initials

Employee Signature

Date

Name (printed)

Current Work Location

Last four digits of SSN