



PERSONNEL MANUAL ACKNOWLEDGEMENT

For All Employees and Volunteers of

Pius X High School

I fully intend to support the Mission of Pius X High School and her affiliates and I have been advised of the Personnel Manual. I understand I am expected to become familiar with the contents and if I need clarification or have questions, I should contact my immediate supervisor or the administration concerning any of the policies, procedures and benefits in this Manual. The Chief Administrative Officer will be responsible for interpreting the information contained in this Manual and shall have the right to make decisions and revisions at any time. Should a situation or circumstance arise that is not specifically covered in the Manual, the Chief Administrative Officer will make a decision based upon applicable state and federal statutes and regulations, general school policies, and the best interests of the school system. No statement in this Manual will constitute a contract of employment; Pius X High School is an “at will” employer, and, as such, classified staff members may terminate their employment or be terminated at any time and for any reason. Only the Chief Administrative Officer has the authority to change a person’s status from “classified” to “contractual”.

I further understand that I am responsible for being aware and complying with the contents of this Manual. The manual is located on the school web site. If I am unable to access the Personnel Manual online, I understand that I need to contact the administration to obtain a hard copy.

I acknowledge that I have received and read the Personnel Manual, and I understand that I am accountable for the information contained therein.

Signed,

Name

Date

Printed