

SIGNATURE PAGE

This Signature Page is to be completed by the employee and given to the Principal/Supervisor who is responsible for keeping it on file. The Principal/Supervisor should give the employee a copy of the Signature Page for the employee's records also. Questions concerning information presented in the handbook should be submitted to the Principal/Supervisor.

I, _____, hereby acknowledge that I understand how to access the Carrollton-Farmers Branch Independent School District Professional Employee Handbook located on the portal at www.cfbportal.org. I also understand how to access all of the Board policies located on the District portal at www.cfbportal.org by clicking on **Policy Online**. Employment policies are listed in Chapter X under Campus Procedures.

I verify that I can print a copy of this handbook and of the C-FB Board policies if I desire a hard copy or I may request a hard copy from my supervisor. By my signature on this form, I also understand that it constitutes acceptance and understanding of the terms listed in the Acceptable Use Policy, which governs the use of the communications network.

I understand it is my responsibility to familiarize myself with the contents of this handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document. The information in this handbook is subject to change. I understand that changes in district policies may supersede, modify, or eliminate the information summarized in this handbook. As the district provides updated policy or procedure information, I accept responsibility for reading and abiding by the changes. I understand that no modifications to contractual relationships or alterations of at-will employment relationships are intended by this handbook.

I understand that I have an obligation to inform the Personnel Office of any changes in personal information, such as phone number, address, etc. through the "Change of Address/Phone Information" form located on the C-FB portal. I also accept responsibility for contacting my principal/supervisor if I have any questions, concerns, or need further explanation of information presented in this handbook.

Signature: _____ Date: _____

Campus: _____

To access the C-FB Professional Handbook: Log on to the district portal at www.cfbportal.org and look on the right hand side of the page under New District Links. Click on C-FB Professional Handbook and the handbook will be available to you. Throughout the year the Personnel Office will update the handbook as necessary. The handbook is also located on the portal under OnLine Forms in the Personnel section.

To access Board Policies: Log on to the district portal at www.cfbportal.org. Click on Policy OnLine and the District Board policies will be available to you. Throughout the year the Personnel Office will work with TASB to update the Board policies as necessary.