

## In-Processing Acknowledgement Statement Classified Employees

My signature below verifies that I have been advised of my professional responsibility to familiarize myself with the contents of employment related informational items that pertain to my employment as a Classified Employee with the Clarksville-Montgomery County School System (CMCSS). I understand that this information is available by accessing the websites as indicated below. I further understand that where applicable, I can request a printed copy of this information. If I request a printed copy, my signature further verifies receipt of the same.

\_\_\_\_\_ Employee **Handbook** – The current CMCSS Employee Handbook is accessible at [www.cmcoss.net](http://www.cmcoss.net) and clicking on *Site Index* and clicking on *Employee Handbook*. *Printed copy available upon request.*

I acknowledge receipt of information on how to access the CMCSS Employee Handbook and agree to familiarize myself with the information in this handbook and to observe the guidelines set forth herein. I understand that this handbook does not form a contract between the School System and me; it is only intended as a general statement of current district employment practices. I also understand that the School District may change, rescind, or add to any procedures, benefits, or practices described in this handbook from time to time at its sole discretion, with or without prior notice to any employee. I understand that such changes will be done in writing and signed by the appropriate authority. I also understand that in the event that verbal or written communications issued before or subsequent to my receipt of this handbook appear to alter the contents of this handbook, the guidelines set forth herein will be considered the official position of the School District unless the handbook is revised in writing, and such revision is signed by the Director of Schools. My signature below indicates that I have been advised on how to access the CMCSS Employee Handbook via the organization's website.

\_\_\_\_\_ **Professional Development and In-Service**– Current In-Service opportunities are accessible at [www.cmcoss.net](http://www.cmcoss.net) by clicking on *Site Index*, and clicking on *Professional Development*.

\_\_\_\_\_ Employee **Safety Policy** – The current CMCSS Employee Safety Policy is accessible at [www.cmcoss.net](http://www.cmcoss.net) and clicking on *Site Index*, clicking on *Administrative Policy* [RSK-A001](#). *Printed copy available upon request.*

\_\_\_\_\_ School **Calendar** – The current School Calendar is accessible at [www.cmcoss.net](http://www.cmcoss.net) by clicking on *Site Index*, clicking on *Calendars*.

\_\_\_\_\_ Applicable **Employee Calendar** (Information Provided)

\_\_\_\_\_ Job **Description** (Information Provided)

\_\_\_\_\_ Direct **Deposit Information** (Information Provided) (2-pay cycle to become active)

\_\_\_\_\_ Background Check (Information Provided) (\$48.00 fee) [HUM-P016](#)

\_\_\_\_\_ Summer Distribution (10 month employees are eligible, 12 month employees are not) [PAY-P005](#)

*See Next Page for Additional Items*



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\_\_\_\_\_ Identification **Badge** -- All employees receive a CMCSS Identification Badge upon in-processing through Human Resources. Employees are required to wear this badge at all times while on the job or on any school grounds. Employees are required to return the badge upon resignation or termination from their position with the school system. Lost ID badges are replaced at the employee’s cost of \$5.00 per badge. Damaged badges will be replaced at no cost to the employee when the old badge is returned to Human Resources.

\_\_\_\_\_ **CMCSS Equipment/Uniform Loan Agreement** – Employees may be issued various types of employment related equipment that is necessary for them to perform their job duties. Employees are responsible for safeguarding any CMCSS-issued employment related items. Appropriate replacement fees will be assessed in the event such items are lost, damaged or stolen. The district reserves the right to hold the employee’s final paycheck until such equipment has been accounted for or the employee has made restitution for lost or damaged items.

\_\_\_\_\_ Reporting Suspected Child Abuse and Accommodating Department of Children’s Services (DCS) Investigations (Information Provided)

\_\_\_\_\_ Employment Health Certification form or Physical Examination form.

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Employee Name	(Print)	Employee Signature	Date
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My signature above verifies that I have received the information as indicated above, and copies of related documents where requested, pertaining to my employment as a Classified Employee with the Clarksville-Montgomery County School System. I understand that it is my professional responsibility to familiarize myself with the contents of employment related informational items that pertain to my employment as a Classified Employee with the Clarksville-Montgomery County School System (CMCSS). I understand that this information is available by accessing the websites as indicated above.

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**