

East San Gabriel Valley Regional Occupational Program and Technical Center

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Staff Manual Receipt and Acknowledgement

I acknowledge and understand the following:

1. I was informed the Staff Manual can be accessed on the district's website:
www.esgvrop.org (click on Administration/Human Resources)
2. It is my responsibility to become familiar with the contents.
3. I understand that I can request a hard copy or CD of the Staff Manual.
4. This Staff Manual is provided solely as a reference and it does not create an expressed or implied contract of employment for me or anyone else.
5. There may be circumstances when laws may change. The provisions of such laws are applicable and shall apply when interpreting this Staff Manual.
6. The East San Gabriel Valley Regional Occupational Program & Technical Center reserves the right to modify and adapt its policies and benefits at any time.
7. Any concerns regarding materials contained in this Staff Manual may be addressed by notifying the Director of Human Resources in writing.
8. This Staff Manual replaces and supersedes all prior Staff Manuals and understandings.

Print Name

Signature

Date