

I. INTRODUCTION

EMPLOYEE HANDBOOK PURPOSE/INTERPRETATION

Welcome to the Hollandale School District (herein after referred to as “HSD” or “the District”). We believe the contribution of your skills, knowledge, and positive attitude is essential to the continued success and growth of this school district. You are a valued employee and therefore we encourage you to let your supervisor know about achievements as well as problems and your ideas on solving them. We believe in you and your contributions and hope you will take pride in being a member of our team.

This handbook was developed to provide information you will need to get started or to better fulfill your job responsibilities. It outlines the District’s expectations, policies, and programs, serving as a resource throughout your employment. You should not interpret this handbook or any other documents (such as benefits statements, performance evaluations, or any other written or verbal communications) as an employment agreement or a contract of employment (either expressed or implied). HSD Board policy supersedes all documented material published or unpublished.

This handbook is not intended to be all-inclusive nor will it address every situation. Therefore, you are encouraged to address questions with your immediate supervisor. The policies and other information contained in this handbook are subject to change at any time due to organizational needs. While the District will normally provide employees with advance notice of any change, the District reserves the absolute right to alter these policies at any time, and from time to time without advance notice.

Questions regarding the content of this handbook can be addressed to your immediate supervisor.