EVANSVILLE COMMUNITY SCHOOL DISTRICT

**EMPLOYEE HANDBOOK PROPOSED CHANGE**

**Effective Immediately Upon Board Approval**

If you have a suggestion for an Employee Handbook change, please work with your employee group/representative to complete a form for each suggested change.  Once the form is complete, please return to the Executive Assistant in the District Office, prior to each yearly Employee Handbook Committee meeting. The Employee Handbook Committee will review, all suggested changes submitted by employee groups and the Committee Chair will forward recommendations to the Board of Education. The Board of Education will take action on the suggested changes, with implementation on July 1st of the following school year.

Employee/School Board Member Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Handbook Part: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Handbook Page/Section/Section #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suggested Revision:

How This Revision Furthers the Mission of the District (stated in policy #152, second paragraph, last sentence):

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DISTRICT OFFICE USE ONLY

Form received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Board of Education Approval of Change: YES \_\_\_ or NO \_\_\_; Action Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cost Impact and Amount: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Legal Impact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_