



HENRY COUNTY BOARD OF EDUCATION AGREEMENT FORM

As an active employee for Henry County Schools, I will follow the guidelines outlined below:

1. EMPLOYMENT REQUIREMENTS

I agree to complete all necessary personnel paperwork and employment requirements. I understand that Henry County Schools reserves the right to hold my direct deposit if I do not complete all employment requirements.

2. ACKNOWLEDGMENT OF POLICIES/PROCEDURES

I will abide by the procedures and responsibilities outlined in the *Henry County Schools Board Policy Manual*. The manual is posted on the HCBOE website (<http://www.henrycountyboe.org/>).

3. CONFIDENTIALITY NOTICE

Due to privacy rights of students attending Alabama Public Schools, I will refrain from discussing personal student information with anyone that is not associated with the educational environment and well-being of each child.

4. TECHNOLOGY POLICY AGREEMENT

By signing below, I state that I have read, understand and agree to abide by, or follow the guidelines, set forth in the *Henry County Schools Board Policy Manual*. All policies are posted on the HCBOE website (<http://www.henrycountyboe.org/>).

5. AFFORDABLE HEALTH CARE ACT

By signing below, I state that I received notification of the Affordable Health Care Act.

6. STUDENTS FIRST ACT

By signing below, I state that I received notification of the Students First Act.

7. VERIFICATION OF EMPLOYMENT / LEAVE TRANSFER FORM (if applicable)

I understand that it is my responsibility to request employment verification and leave transfer forms to be provided to Henry County Schools.

8. OFFICIAL TRANSCRIPTS (if applicable)

I agree to provide official transcripts to the Human Resources Department within 2 weeks of my beginning date. I understand that Henry County Schools reserves the right to hold my direct deposit if I do not provide official transcripts.

Employee Signature

Date Signed

If you have additional questions, please contact the Payroll Department at 334-585-2206, ext. 1228.