



Certified & Certified Administrative– Multi-Form

Please initial **all** sections and sign at bottom
This form **NEEDS** to be handed back at the end of orientation
No Exceptions!!

Certified – Teacher’s Oath

State of Colorado)
) §
County of Adams)

I solemnly swear and affirm that I will uphold the Constitution of the United States and the Constitution of the State of Colorado, and I will faithfully perform the duties of the position upon which I am about to enter.

_____ **Please initial here. I have read and understand this section**

Acknowledgement of Receipt

I have received a copy of the New Employee Handbook. I understand that I am to become familiar with its contents. Further, I understand:

- The New Employee Handbook is not all inclusive, but is intended to provide me with a summary of some of the district guidelines, master agreement information, board policies and superintendent policies. Master agreements, board policies and superintendent policies are available for viewing on the district website and are available at each building location.
- This edition replaces all previously issued handbooks. The need may arise to change the district guidelines, master agreements, board policies and superintendent policies described in the handbook. The district therefore reserves the right to interpret them or to change them without prior notice.
- The Human Resources Department authorizes a person to temporarily begin employment; however, the Board of Education is the ultimate hiring authority. Therefore, employment is subject to board approval. The Board of Education meets monthly and will review Human Resources hiring requests.
- The Administrative & Technical/Resource Employees Handbook, the Certified Master Agreement and the Classified Master Agreement preside over all information contained in the New Employee Handbook.
- In the course of my employment I may have access to confidential information. I understand that I must safeguard such information and cannot disclose confidential information except when specifically permitted by law and with prior authorization.
- I agree to abide by all school/department, District, and Board of Education policies.

_____ **Please initial here. I have read and understand this section**

Payroll Deadline

- **All** paperwork **NEEDS** to be turned into Human Resources by the 10th of each month (or the Friday before) with the **EXCEPTION** of June and December paperwork then is due the 5th of the month (or the Friday before).
- **I understand that IF MY PAPERWORK is NOT turned in by these dates, I will NOT be paid until the NEXT payroll.**

_____ **Please initial here. I have read and understand this section**

I have read, understand and initialed each section above.

Print Name: _____ Signature: _____

Today’s Date: _____