



Notification of Personnel Information

The school office is required to document employees' receipt of several different handbooks, policies, and forms. While all employees are asked to review all documents posted on the school's website, including those found on the Secure Information page (requiring log on with password), a few documents in particular bear special attention and acknowledgment.

Please initial each acknowledgment on this page and sign below, indicating that Three Cedars has provided you, as a paid or volunteer employee, with this set of information regarding our policies and protocols. The recent versions of all documents are available at <http://threecedarswaldorf.org/resources/documents> and in the **Faculty and Staff** section.

_____ I acknowledge that I will receive notifications of updates for the following publications via email and that it is my responsibility to access the following documents online or request printed copies, then read and understand the current versions of these publications. It is also my responsibility to ask my direct supervisor any questions I might have about policies that I do not understand.

_____ I have received, read through, and understand the information presented in the **Employee Handbook**, including the explanation of Three Cedars employment policies and benefits,
_____ and including the "Whistleblower" policy as articulated in the **Employee Handbook**.

_____ I have received, read through, and understand my position description(s) (for all paid and volunteer positions that I hold) in my **Employment Agreement** documents.

_____ I have received, read through, and understand the information presented in the **Health Care Plan Handbook** and the **Faculty-Staff Orientation Handbook**.

_____ I have received, read through, and understand the information presented in the **Community Handbook** and the **Class Coordinator Handbook**.

_____ I have received, read through, and understand the information presented in the **Financial Management Handbook**.

_____ I have received, read through, and understand the information presented in the **Crisis Management Handbook**.

I understand that the versions current on this date supersede any and all previous policies or guidelines and that Three Cedars reserves the right to revise, supplement, or rescind any policies or procedures from time to time, as it deems appropriate, in its sole and absolute discretion, with or without advance notice.

Employee's Signature

Employee's Printed Name

Date

*Return to: Geri Snyder, Administrative Assistant
Three Cedars Waldorf School, 556 – 124th Avenue NE
Bellevue, WA 98005*