



Contract Addendum

Employee Handbook Service



The Arizona School Boards Association, Inc. (ASBA) and the _____ School District (Member District) hereby mutually agree to amend the Policy Subscription Agreement dated _____ to add ASBA Policy Services' Employee Handbook Service which will provide the following:

1. Employee Handbook Template Based on Member District's Policies - Within thirty (30) days of execution of this addendum, ASBA will provide Member District with Employee Handbook template consistent with Member District's Policy Manual, and informed by ASBA's Model Policies and maintained by ASBA. This template will initially be in Microsoft Word format but may take other web-based forms.
2. Employee Handbook Content - Content of the Employee Handbook will be centered on policies that pertain to employment in the district and policies that apply to all classes of employees.
3. ASBA Revision and Update of Template - Based on revisions to ASBA Model Policies or Member District's Policies, ASBA will issue a revision of the template at least once per year and upon request by Member District. The Employee Handbook will be reviewed at the same time a Policy Manual review is conducted.
4. Incorporation - This addendum is to be considered part of the Policy Subscription Agreement and all general provisions of it are included in this addendum agreement.
5. Intellectual Property - The Employee Handbook template and content based on copyrighted ASBA Model Policies will remain the intellectual property of ASBA. Should the agreement be terminated, Member District agrees to cease using the template and forfeit all documents to ASBA.