



304 New York Avenue
P.O. Box 6588
Oak Ridge, TN 37831
(865) 425-9008
(865) 425-9023 Fax

**Oak Ridge Schools
Board Policies and Benefits
Disclaimer and Acknowledgement Form**

ORS Board of Education (BOE) Policies (available to me online on the ORS website at www.ortn.edu) and benefits information (given to me in my employment packet as well as provided in the benefits summary documents available to me on the ORS website) contain important information pertaining to my employment. I understand that I should consult my supervisor or Human Resources if I have any questions about this information. **My signature below attests that I have read and become familiar with the information both given to me and available on the website and agree to comply with the Policies and benefit information.**

- Board of Education Policies**
- Health Insurance** (Applies if Health Insurance is elected)
- Dental Insurance** (Applies if Health Insurance is elected)
- Vision Insurance** (Applies if Health Insurance is elected)
- Section 125 Program**
 - Flexible Benefits Plan
 - Flexible Benefits Plan – Summary Plan Description
- Retirement** (Please initial applicable document)
 - _____ Summary for Teachers (Applies to Licensed Staff)
 - _____ Summary for Support Employees (Applies to Non-Licensed Staff)
- Life Insurance** (Applies to Full Time employees)

Since the information, policies and benefits described are necessarily subject to change, I acknowledge that revisions to the BOE Policies and benefit information may occur. All such changes will be communicated through official notifications. I understand that revised information may supersede, modify or eliminate existing policies and it is my responsibility to keep up-to-date on any changes and/or revisions.

Furthermore, I acknowledge that BOE Policies and Benefit Information are neither a contract of employment nor a legal document. I understand this information is not intended to cover every situation which may arise during my employment, but is simply a general guide to the goals, policies, practices, benefits and expectations of ORS.

Signature

Date

Printed Name