

Southern Plains Employee Handbook

Changes 2021-22

CHANGES

- Updating office personnel
 - Not in the handbook – but there is a link to the Covid Preparedness plan. That has been updated.
 - No string lights except for a few weeks around the holiday.
 - Extension cords should be used sparingly, for short periods of time, and not across the room.
 - Lamps, etc needs to be plugged into the wall outlet or a power strip that runs along the wall.
 - Heating sources (i.e. space heaters) must be ceramic and have an auto-shut off if tipped.
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SOUTHERN PLAINS GOES GREEN!

The Southern Plains Education Cooperative Employee Handbook is available on the website.

1. Go to www.southernplainedcoop.org
2. Click on “Staff Resources” located in the orange band near the top of the page
3. Click on “Southern Plains Employee Handbook”
4. You are responsible for reading the handbook
5. Once you’ve read the handbook, please print the **last page only**, sign, and return to Megan at the Southern Plains office.

Please return the acknowledgement signature page to Megan Heller by September 17, 2021

YOU’LL ALWAYS HAVE ONLINE ACCESS TO THE HANDBOOK! NO MORE SEARCHING FOR IT!