

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about St. Elizabeth Ann Seton Parish I understand that I should consult the Bookkeeper or their supervisor regarding any questions not answered in the handbook. I have entered into my employment relationship with St. Elizabeth Ann Seton voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or St. Elizabeth Ann Seton can terminate the relationship at-will, with or without cause, at any time, so long as there is no violation or applicable federal or state law.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur, except to the policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supercede, modify or eliminate existing policies. Only the Pastor has the ability to adopt any revisions to the policies in this handbook.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

EMPLOYEE'S NAME (printed) _____

EMPLOYEE'S SIGNATURE: _____

DATE: _____

Comments: