LAY EMPLOYEE HANDBOOK ACKNOWLEDGMENT OF RECEIPT

Employee Handbook

I have received a copy, or elected to view a copy on-line, of the Lay Employee Handbook – Personnel Policies and Procedures for the Diocese. I understand this Handbook contains important information regarding policies as well as my privileges and obligations as an employee. I agree to read this handbook within ten (10) days of receipt and to contact my supervisor and senior manager (i.e. pastor, principal, administrator, department director, local human resource representative or the Diocesan Human Resources Department) with questions I may have regarding the provisions contained in the Lay Employee Handbook.

I acknowledge that it is my responsibility to read and become familiar with this Handbook, which includes the Safe Environment for Children and Youth Policy and I agree to request clarification of any provision that I do not understand. If I elected to view the handbook on-line, I understand I may request and keep a printed copy at any time. I further agree to follow all of the policies in the Handbook and any subsequent policies or policy changes communicated to me either verbally or in writing.

_____ *Please initial to indicate you have read, understand and agree.*

At-Will Employment

I understand and agree that my employment at the Diocese is not for a fixed period of time, and that my employment can be terminated at the will of either myself or the Diocese at any time, with or without notice, and with or without cause.

I understand and agree that there are no agreements between anyone at the Diocese and me contrary to my at-will status. I further understand and agree that no senior manager (i.e. pastor, principal, administrator, manager, supervisor, department director, employee or agent of the Diocese) is authorized to alter my "at-will" status. The authority to modify "at-will" status of my employment must come directly from the Bishop (or his designee), and only in writing signed by both the Bishop, or his designee, and me. I understand and acknowledge that I should neither assume nor imply any promise of employment for any specified period of time except through such a signed writing. This "at-will" statement sets forth the entire agreement between the Diocese and me regarding the circumstances under which my employment may be terminated.

_____ *Please initial to indicate you have read, understand and agree.*

Confidentiality

I understand and agree that information obtained in the course of employment, that is not generally available to the public, is considered confidential and should not be disclosed to anyone not authorized by the Diocese or who does not have legal right to know.

_____ *Please initial to indicate you have read, understand and agree.*

_____ _____ _____

Name (Please Print Clearly) Employee's Signature Date

cc: Personnel File