

Acknowledgment of Receipt of Employee Handbook

Employee Name: _____

By my signature below, I acknowledge that on the date printed below, I was provided a copy of the Archdiocesan employee handbook or electronic access to the Archdiocesan employee handbook available online at <http://hr.archchicago.org>. I understand that I am expected to read the entire handbook.

I further acknowledge that if I am unable to access the handbook online, I can contact the Human Resources Department of the Archdiocese at 312-534-5360 and request a hard copy of the handbook.

The Employee Handbook contains important information about the Archdiocese, and I understand that I should consult the Archdiocesan Human Resources Office regarding any questions not answered in the handbook.

Since the information, policies, and benefits described herein are subject to change at any time, I acknowledge that revisions to the handbook may occur, except to the Archdiocese's policy of employment-at-will. All such changes will generally be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies.

Furthermore, I understand that this handbook is not a contract of employment. I have had an opportunity to read the handbook, and I understand that I may ask my supervisor or any employee of the Human Resources Office any questions I might have concerning the handbook. I accept the terms of the handbook. I also understand that it is my responsibility to comply with the policies contained in this handbook, and any revisions made to it. I further agree that if I remain with the Archdiocese following any modifications to the handbook, I thereby accept and agree to such changes.

Employee Signature: _____ **Date:** _____