



Employee Acknowledgement of Diocese of Michigan Clergy & Lay Human Resources Handbook

1. I hereby acknowledge that I have received a copy of the Diocese of Michigan Clergy and Lay Human Resources Handbook.
2. I understand that I am responsible for reading and understanding the contents of this material.
3. I understand that I may, from time to time, receive updates or additions to this handbook and that I am responsible for seeing that they are incorporated into the handbook per any accompanying directions. I further understand that whether or not I make the appropriate changes or additions, I am still responsible and accountable for the content of them under the terms of item #4 below.
4. I understand that even I fail to do that stated in item #2 above, that I am still responsible for following all the policies and guidelines contained in this manual and failure to do so may lead to discipline up to and including termination from employment

Name of Employing Entity _____

Employee Signature

Printed Employee Name

Date