

PERSONNEL POLICY and PROCEDURE MANUAL
ACKNOWLEDGMENT FORM

I, (print name) _____, hereby acknowledge that I have received a copy of the First Unitarian Universalist Society of Syracuse (First UU), Personnel Policy and Procedure Manual.

I understand that it is my responsibility to read this Manual and to comply with the policies, practices, and rules contained in it.

I specifically understand and agree that my employment is “at will” and for an unspecified period of time and that either First UU or I may terminate the employment relationship at any time, with or without reason and with or without notice, and according to the advance notice specified in these policies.

I specifically understand and agree that this statement of policy contains all of the terms relating to termination of employment and that no representations may be made contrary to the foregoing, either express or implied. I understand that this statement of policy is subject to change, except the “at will” employment policy section which is not subject to change.

I understand that this Manual supersedes all previous policies, written or oral, express or implied. I also understand that this Manual is not a contract of employment, and that the Society reserves discretion to add, change, or rescind any policy, practice, or rule at any time, with or without notice, except for the “at will” provision of this statement of policy, which is not subject to change.

I understand that my signature below indicates:

- I have read and understood the above statements
- Questions I had regarding this Manual and its policies and procedures have been answered to my satisfaction.
- I have received a copy of the First UU Personnel Policy and Procedure Manual, dated (print effective date of the manual) _____.

Employee Signature

Date

Employee Name (Print)