



Catholic Charities
of the Diocese of Raleigh

Providing Help—Creating Hope—Serving All

EMPLOYEE ACKNOWLEDGMENT FORM

The employee handbook describes important information about this organization, and I understand that I should consult my immediate supervisor or the Executive Director of Catholic Charities regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. I acknowledge that any changes to the handbook to be effective must be in writing.

While I look forward to ongoing employment with Catholic Charities, I acknowledge that I have entered into my employment relationship with Catholic Charities voluntarily and that there is no specified length of employment.

Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document. I have had the opportunity to review the handbook, and understand where to access the handbook in the future. 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 Signature

Date

Employee's Name (Typed or Printed)