

APPENDIX B

**ACKNOWLEDGMENT OF RECEIPT OF DOCUMENTS
SOUTHMINSTER PRESBYTERIAN CHURCH**

I hereby acknowledge that I have received a copy/revised copy in electronic format of the Personnel Policy Manual of Southminster Presbyterian Church, including all appendices. I agree that I have thoroughly read it, either in electronic format or in a reference-copy binder in the Church office, before signing this acknowledgment form. I agree that if there is any policy or provision of this Personnel Policy Manual that I do not understand, I will seek clarification from my supervisor or, secondarily, from the Pastor/Head of Staff.

I understand that the Church is an "at-will" employer and that, as such, employment with the Church is not for a fixed term or definite period and may be terminated at the will of either party, except for employees under the care of the Presbytery of the Miami Valley, with or without cause and without prior notice. No supervisor or other representative of the Church has the authority to enter into any agreement for employment for any specified period of time or to make any agreement contrary to the above except the session and then only in writing.

I understand that this Personnel Policy Manual states the Church's policies and practices in effect on the date of publication. I understand that nothing contained in the Personnel Policy Manual may be construed as creating a promise of future benefits or a binding contract with the Church for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified, or terminated at any time.

I acknowledge that I have read the Church's No-Smoking Policy and will abide by it. I agree that, in the event I violate the policy and my violation results in a fine being levied against the Church, I will indemnify and reimburse the Church in full for the amount of the fine. I agree that any such fines can be withheld from my pay. I understand that any violation of the policy is grounds for discipline, up to and including immediate termination.

I acknowledge that I have read the Church's Drug-Free Workplace Policy and that I understand the policy and agree to abide by the terms of the policy. I agree to submit myself voluntarily to the drug and alcohol tests outlined in the policy under the terms and conditions of the policy. I understand that any violation of the policy is grounds for discipline, up to and including immediate termination.

I acknowledge that I have read the Church's Sexual Misconduct Policy and that I understand the policy and agree to abide by the terms of the policy. I understand that any violation of the policy is grounds for discipline, up to and including immediate termination.

Please sign and date this receipt and return it to your supervisor, who will forward it to the Chair of the Personnel Committee. Failure to sign and return this Acknowledgment within 14 days after receipt will be grounds for discipline, up to and including immediate termination.

Signature of Employee: _____ Date: _____