

## **EMPLOYEE ACKNOWLEDGEMENT**

I confirm that I have received a copy of the Kansas-Nebraska Conference *Working Policy Handbook*.

I understand that I am responsible for reading and understanding the Conference policies, procedures, and guidelines contained therein.

I understand that the Conference Executive Committee may change, modify, and/or amend its policies, procedures, and guidelines from time to time without advance notice.

I acknowledge that this policy handbook is not a contract of employment between the Conference and me for any specific time period. The employment relationship between the Conference and its employees is on an at-will basis by mutual consent, and either I or the Conference may sever this relationship at any time, except as mandated by State or Federal law or by the policy and guidelines of the North American Division of Seventh-day Adventists.

I understand that I am responsible for complying with the policies, procedures, and guidelines of the Kansas-Nebraska Conference including, but not limited to, those specifically set out in this handbook and that this handbook contains nothing intended to violate, restrict, or otherwise compromise the rights of any employee as guaranteed under state or federal law.

I also understand that if I have any concerns or questions regarding a policy, rule, guideline, or topic addressed in this handbook, I should contact a Conference officer for clarification or further assistance.

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*Name of Employee (Print)*

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*Signature of Employee*

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*Date*