

**Acknowledgment and Access
of the
Employee Working Policies
of the
Pennsylvania Conference of Seventh-day Adventists**

The employee manuals are available to all employees of the Pennsylvania Conference and are intended to help you become acquainted with policies and benefits. They are found on the **Employee Resources** page of the Pennsylvania Conference website, www.paconference.org by selecting **Employee Policy Books**. The password to access these documents is _____.

Please read below to indicate your receipt and acknowledgment.

- ❖ I understand that I have full on-line access to the Pennsylvania Conference Employee Working Policy. I understand that it is my responsibility to read and comply with the policies contained in the manual. I further understand that it is my responsibility to be acquainted with all the policies contained in this manual

- ❖ I understand that the policies and benefits described in it are subject to change at any time at the sole discretion of the Pennsylvania Conference and that it is my responsibility to periodically check for changes, especially when notified, and to be acquainted with these changes. I also understand that this manual replaces all other previous manuals for the Pennsylvania Conference as of December 3, 2014

- ❖ I acknowledge that this manual is neither a contract of employment nor a legal document. I further understand that my employment is terminable at will, either by me or the Pennsylvania Conference, regardless of length of my employment or the granting of benefits of any kind, including but not limited to retirement benefits which provide for vesting based on length of employment

- ❖ I understand that my signature below indicates that I have read and understand the above statements

Employee Signature

Date

Employee Name (printed)