

GRACE LUTHERAN CHURCH
Saint Paul, Minnesota

Number: 632
~~922~~
Implemented: 2/12/2015

LAY EMPLOYEES PERSONNEL POLICIES HANDBOOK
ACKNOWLEDGEMENT FORM

DATE: _____

TO: _____

FROM: Congregation Council

Attached for your information is a copy of the revised PERSONNEL POLICIES LAY EMPLOYEES HANDBOOK (Handbook) approved by the Congregation Council on December 16, 2014. Questions or clarifications regarding it may be referred to the Council President or Human Resources Committee Chairperson. Please sign and date this Acknowledgement Form in the area indicated below. This completed form will be included in your Personnel File.

As a Lay Employee of the Congregation of Grace Lutheran Church, I hereby:

acknowledge receipt of a copy of the Handbook approved by the Congregation Council on December 16, 2014.

acknowledge responsibility to read the Handbook carefully and retain it for future reference,

acknowledge the Handbook does not create contract rights and

acknowledge the Congregation Council has the right to change the provisions and policies within the Handbook at any time.

Signature: _____ Date: _____