



## CATHOLIC COMMUNITY SERVICE

### Employee Handbook Acknowledgement Form

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The employee handbook describes important information about Catholic Community Service (CCS). I understand that I should consult my immediate supervisor or Human Resources 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, except to CCS' policy of employment-at-will. All such changes will be communicated, and I understand that revised information may supersede, modify, or eliminate existing policies and practices.

I have entered into my employment relationship with CCS voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or CCS can terminate the relationship at will, with or without cause, at any time.

***Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.***

I have received the handbook, and I understand that it is my responsibility to read and comply with the practices and guidelines contained in this handbook.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Printed Name: \_\_\_\_\_