# Section 8 – Acknowledgments

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## Receipt of Employee Handbook

This Employee Handbook is an important document intended to help you become acquainted with Trinity Fellowship and its employment and safety policies. This document is intended to provide guidelines and general descriptions only; it is not the final word in all cases. Individual circumstances may call for individual attention.

Because the church’s operations may change, the contents of this Handbook may be changed at any time, with or without notice, in an individual case or generally, at the sole discretion of the church leadership.

Please read the following statements and sign below to indicate your receipt and acknowledgment of this Employee Handbook.

**I have received and read a copy of Trinity Fellowship’s Employee Handbook.** **I understand that the policies, rules and benefits described in it are subject to change at the sole discretion of the church at any time.**

**I understand and agree with Trinity Fellowship’s,** **Statement of Faith, Leadership Guidelines, Ministry Staff – Additional Qualifications** *(As applicable to my employment.)* **and Self-Disclosure of Personal Misconduct.**

**I recognize and accept that Trinity may or may not elect to monitor Computer Systems or files in any form that are stored on or within Trinity’s property and that there is no expectation of privacy related to the use of Trinity’s equipment.**

**I further understand that my employment is terminable at will, either by myself or the church, with or without cause or notice, regardless of the length of my employment or the granting of benefits of any kind and that violations of policies or procedures may result in disciplinary action (including termination) or other legal action.**

**I understand that no contract of employment other than “at will” has been expressed or implied, and that no circumstances arising out of my employment will alter my “at will” status except an express written agreement signed by the Senior Elder or an Executive Pastor. I understand that my signature below indicates that I have read and understand the above statements and that I have received a copy of the church’s Employee Handbook.**

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| --- | --- |
| First Name: |  |
| Middle Name: |  |
| Last Name: |  |
|  |  |
|  Employee Signature: |  | Date: |  |

***Business Office Use Only***

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| --- | --- | --- | --- |
| Entered By: |  | Date: |  |