

EMPLOYEE ACKNOWLEDGMENT

This is to acknowledge that I have available to me an online copy of the Catholic Diocese of Spokane Personnel Policies. A CD-ROM copy is available from my department manager. It is my responsibility to review the policies, and I understand that if I have any questions about these policies and procedures, I will ask my supervisor for clarification.

I also understand that the policies are **not an employment contract or guarantee of employment**. Rather, the policies set forth general statements of the Catholic Diocese of Spokane's guidelines for managers, supervisors and employees. I understand that The Catholic Diocese of Spokane may modify these policies and procedures at any time without prior notice.

Printed Name: _____

Signed: _____

Date: _____