

## ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK

By signing below, I acknowledge receipt of the Lay Personnel Handbook, and I have initialed the following provisions to acknowledge my understanding and agreement regarding each of them:

- I have received my copy of the Lay Personnel Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook and to follow them at all times during my employment with Employer.
- I understand and agree that no supervisor or other representative of Employer has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. [Note: this provision is not applicable to certain employees, such as those who have employment contracts at parish schools, and employees subject to a collective bargaining agreement.]
- I understand and agree that nothing in the Handbook creates or is intended to create an express or implied contract of employment or promise or representation of continued employment. Rather, I understand that my employment is "at will." I understand that this means that nothing shall restrict my right to terminate my employment at any time and nothing shall restrict the right of Employer to terminate my employment at any time, with or without notice, with or without cause.
- I understand that although this Handbook does not create an express or implied contract of continued employment, it does govern my employment relationship with Employer and our respective rights and obligations, in particular as it relates to arbitration of any dispute that may arise out of my employment with Employer.
- I understand that except as limited by state or federal law, Employer reserves the right to change my hours, compensation rate, working conditions, job duties, position, title, and benefits, at any time, in its sole discretion.
- I understand that all the policies, rules, and regulations in this Handbook replace any previous policy statements, written or oral, that are different from or inconsistent with the policies contained herein.

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I understand that with the exception of employment-at-will status, the policies in this Handbook may be changed from time to time, and that in the event of a change, I will be provided with copy of the Handbook revisions. If I have any questions about the policies in this Handbook, I may talk to my supervisor, pastor, or the Human Resource Director or Chancellor for the Diocese (acting in their direct capacity, or as human resources consultant by agreement with Employer).

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Employee's Signature

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Date

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Print Employee's Name

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Print Name of Employer

## ACKNOWLEDGEMENT OF POLICIES AS RELIGIOUS EMPLOYER

Check one

Catholic employees: I acknowledge, as a Catholic employee of Employer, that the policies in this Handbook require me to avoid engaging in or encouraging beliefs, relationships, or behaviors that are contrary to the moral and theological teachings of the Roman Catholic Church, and that I have a responsibility to maintain my status as a member of the Church in good standing. I understand that if I need to regularize my status with the Church in any way, I have the right to the pastoral assistance of the Church, and that I have the primary responsibility to seek such assistance, by contacting my individual pastor or the Judicial Vicar for the Diocese of Sacramento (who can be reached at (916) 733-0225).

Non-Catholic employees: I acknowledge that although I am not Catholic, and am not obligated to become Catholic as a condition of my employment, I nevertheless understand that Employer is a religious employer, and that its standards of conduct incorporate the religious teachings of the Roman Catholic Church. I understand, therefore, that my employment relationship with Employer may be adversely affected if I engage in teaching, advocating, engaging in, or encouraging beliefs, relationships, or behaviors that are contrary to the moral and theological teachings of the Roman Catholic Church, or any other conduct that could be a source of scandal for the Church.

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Employee's Signature

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Date

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Print Employee's Name

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Print Name of Employer

## **ANTIDISCRIMINATION / ANTIHARASSMENT POLICY ACKNOWLEDGEMENT**

I acknowledge that I have read and understand Employer's Policy Against Discrimination and Harassment, and I understand that Employer will not tolerate unlawful discrimination or harassment of any kind by any employee. It is a zero tolerance policy. I recognize that the only way Employer can achieve its goal of providing a work environment free of all unlawful discrimination and harassment is with the assistance of its employees. I understand that Employer and its employees must therefore be partners in their commitment to this policy.

I agree to comply with Employer's policies prohibiting unlawful harassment and discrimination and pledge that I will not violate the law or Employer's policy. I also promise to fulfill all of my responsibilities under the policy, including the responsibility to report any unlawful harassment immediately to my supervisor, to another supervisor or member of management, to the Human Resource Director or Chancellor for the Diocese (acting in their direct capacity, or as human resources consultant by agreement with Employer), or to any other individual designated to receive such reports. I will do all that I can to assist Employer to provide and maintain a workplace that is free of unlawful discrimination and harassment.

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Employee's Signature

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Date

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Print Employee's Name

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Print Name of Employer

## **ELECTRONIC COMMUNICATIONS POLICY and ONLINE SOCIAL MEDIA AND MESSAGING TOOLS — ACKNOWLEDGEMENT OF POLICIES**

I acknowledge that I have read and understand both the Electronic Communications Policy and the Online Social Media and Messaging Tools Policies adopted by Employer.

I understand that all electronic communications and information technology systems in use by Employer, and all data entered, created, received, transmitted, or stored via these systems, are the property of Employer. I also understand that these systems are to be used for job-related purposes and are not to be abused for personal purposes, and that I have no expectation of privacy in connection with the use of these systems or with the creation, transmission, receipt, or storage of data via these systems.

I further understand that participation in online social media or messaging tools for personal purposes is not permitted on the job, or on Employer-provided information technology systems. I acknowledge that social media content posted by me on my own personal time, on my own personal computer can, in some circumstances, violate Employer's standards of employee conduct, and might subject me to workplace discipline. As with electronic communications and information technology systems, I understand that any social media or messaging activity by me during the work day, or on Employer information technology systems, may be monitored by Employer, and I have no expectation of privacy concerning such activity.

I agree to comply with Employer's Electronic Communications Policy and Online Social Media and Messaging Tools Policies, and I acknowledge and consent to Employer monitoring my use of information technology systems made available for my use, at any time at its discretion, including, but not limited to, accessing, reading, and printing all data entered, created, received, transmitted, or stored via these systems.

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Employee's Signature

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Date

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Print Employee's Name

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Print Name of Employer