

ACKNOWLEDGMENT



1. I acknowledge receipt of the Central Wesleyan Church Employee Hand-book. I understand that it is my responsibility to read and understand its contents. I understand that my employment with the Church is subject to the policies and procedures outlined in the Handbook. I further recognize that this Handbook supersedes prior handbooks and policies and understandings concerning the same subject matter.

2. I acknowledge that I am an at-will employee as described in the Handbook. I understand that no one is authorized to modify the terms of the Handbook or make any agreement that is different than the terms of this Handbook, except by (1) a written agreement signed by the Executive Pastor of Ministries, or (2) the church's authorized publication of a new Handbook.

3. I agree that I may have access to records, papers, information, documents, and software during the course of my employment that is confidential, and I will treat them as strictly confidential during and after my employment. When my employment ends, or when requested by the Church, I will return all Church property in my possession, including any records, papers, information, documents, and software owned by the Church or containing confidential Church information. I will not, during or after my employment, disclose to any person or organization any confidential information that I acquired in the course of my employment with the Church, and I will not use such information for the benefit of any person or organization other than in the proper performance of my job duties on behalf of the Church.

4. I consent to the Church's monitoring and recording of my conversations, email communications, or other communications on Church equipment for business purposes, or whenever the Church suspects that the equipment is being or has been used for inappropriate purposes or activity.

5. I authorize the Church to deduct from my final paycheck (or from any other amounts that may be due me when my employment with the Church ends) any amounts that I may owe to the Church on account of loans, advances of wages, benefits paid to me by the Church that I had not earned or accrued, unpaid insurance premiums, or other debts or obligations.



6. I agree that any claim or suit that relates to my employment with the Church must be brought within 180 days after the events giving rise to the claim, or within the time limit specified by statute, whichever period is shorter; except that any claim filed with the US Equal Employment Opportunity Commission must be filed within 300 days after the events giving rise to the claim. I waive any statute of limitations that exceeds these time limits.

Date

Employee Signature

Employee Name (print)

