

ACKNOWLEDGMENT FORM

I have received a copy of The Episcopal Church in Hawai‘i’s (“TECH”) Employee Handbook.

I understand that the Handbook is a general overview of some of TECH’s employment policies and guidelines and that these, as well as any other policies and guidelines which may be adopted by TECH, are subject to modification, discontinuation, or change without notice by the Diocesan Council and the Bishop of the Episcopal Diocese of Hawai‘i (who also serves as the President and CEO of TECH).

I will read the Handbook. If I do not understand anything in the Handbook, I will discuss it with the Operations Manager or other appropriate TECH representative. I understand that violation of these policies and guidelines constitute reason for disciplinary actions up to and including termination.

I understand that this edition of the Employee Handbook replaces and supersedes all previous editions.

I understand that because business judgments and needs may change over time, the policies and guidelines described in this Handbook are not conditions of employment and this Handbook is not intended to create a contract between myself and TECH. **I understand that my employment is for no fixed term and may be terminated, with or without cause or notice, at any time at the option of myself or the Bishop, regardless of the length of my employment or the granting of benefits of any kind.**

In addition, I understand that no TECH representative, other than the Bishop, has the authority to enter into any written or oral employment contract or agreement for employment for any specified period of time or to limit termination to certain specified reasons or only after the exhaustion of certain procedures. I understand that such an agreement must be in writing and signed by both me and the Bishop. I agree that no such representation has been made to me.

I understand that TECH will evaluate my work performance and continued employment based upon the policies and guidelines contained in this Handbook.

I also understand that in case of termination, I will settle all open employee charge accounts in full and return all tools, TECH property, including keys, prior to my last day of work. I understand and agree that any outstanding balance may be withheld from my final paycheck to the extent permitted by law.

THIS HANDBOOK SUPERSEDES, REPLACES AND CANCELS ALL PRIOR HANDBOOKS.

NAME: _____
(Print Employee’s Name)

SIGNED: _____
(Employee’s Signature)

DATE: _____