

HR Manual - Employee Statement of Acknowledgement

Established By: Pastor Steve Wilson, Executive Pastor

I, _____ (print name), acknowledge that:

1. I have received a copy of the Berean Baptist Church and Academy Human Resource (HR) Manual.
2. I have read and understand the contents of the HR Manual.
3. I agree to comply with the standards, policies, and procedures contained in the HR Manual as a condition of my employment with Berean Baptist Church and Academy (BBC/A).
4. I understand that this acknowledgement will be placed in my personnel file.

I understand that the HR Manual is not a contract of employment and that Berean Baptist Church and Academy reserves the right to change, interpret, or rescind any part of the HR Manual at any time, with or without notice, as deemed necessary.

Employee Name (print): _____

Employee Signature: _____

Date: _____