



# Catholic Diocese of Saginaw

## ACKNOWLEDGMENT

This is to acknowledge that I have received a copy of the Catholic Diocese of Saginaw Employee Handbook, dated July 1, 2016.

I understand the Diocese's Employee Handbook outlines my privileges and benefits, as well as my responsibilities and obligations as an employee of the Diocese of Saginaw or any of its affiliated parishes or other employing units. I understand that I am bound by these responsibilities and obligations. In particular, I acknowledge that my employment is considered as "at will," meaning my employment may be terminated at any time and for no particular cause by either me or my employer. In addition, I acknowledge that the Employee Handbook is not a contract of employment.

I also understand and agree that unless otherwise stated in the Employee Handbook, the information, policies and benefits described in the Employee Handbook are necessarily subject to change. Accordingly, the Diocese may make revisions to the Employee Handbook on occasion and any revised information may supersede, modify, or eliminate existing policies. Should this occur the Diocese will provide notice to the employees of the changes. I agree to comply with the policies set forth in the Employee Handbook, including any modifications made to it by the Diocese from time to time. I understand that I should consult my Supervisor regarding any questions I might have that are not answered in this Employee Handbook.

Further, I understand and agree that any charge, claim or lawsuit relating to my employment with the Diocese (except those that the law specifically excludes from shortening the statutes of limitations) must be filed no later than one hundred and eighty (180) calendar days from the date the alleged employment action arose, or less if the applicable statute of limitations period is shorter for the specific cause of action. I agree to waive any statute of limitations or other time period to make a claim to the contrary. I further understand and agree that any lawsuit must be filed in a court of competent jurisdiction in Saginaw County, Michigan or in the United States District Court for the Eastern District of Michigan, Northern Division. If I fail to file a charge, claim or lawsuit within one hundred and eighty (180) calendar days from the date the alleged claim arose, or less if the applicable statute of limitations period is shorter for the specific cause of action, then I will forever lose my right to litigate my alleged claim in any manner. In addition, I agree to waive my right to a jury trial in any court action arising between the parties, whether made by claim, counterclaim, third-party claim, or otherwise. Finally, I understand that I am required to sign a separate Knowing and Voluntary Litigation and Jury Waiver Agreement as a term and condition of initial and/or continued employment.

By signing this document, I also acknowledge that I have received a copy of the Employee Compensation and Benefits Memorandum dated July 1, 2016.

**Name of Parish or Employing Unit:** \_\_\_\_\_  
(Please Print or Type)

**Employee Name:** \_\_\_\_\_  
(Please Print or Type)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_