



## PERSONNEL POLICIES AGREEMENT FORM

My signature below certifies that I have been given a copy of the Archdiocese of Seattle *Parish Human Resources Policies*. I agree that I will read the policies in order to be informed about them and I will abide by them. I will ask my pastor, priest administrator, appointed pastoral leader, or his/her delegate, if I have any questions regarding any of the information contained in these personnel policies.

I understand that the purpose of these policies is to educate employees about the personnel policies of the Archdiocese of Seattle. This is not an employment contract.

I understand that these policies represent the current personnel policies and benefits; the Archdiocese of Seattle reserves the right to change these policies at any time without prior notification to employees.

I understand that this signed agreement form will be maintained in my personnel file.

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*Employee Signature*

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*Date*

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*Employee printed name*