

Conference Policy, Procedure and Employee Manual Acknowledgment and Receipt

I have received my copy of the Conference Policy, Procedure and Employee Manual (aka Employee Handbook).

The **Conference Policy, Procedure and Employee Manual** describes important information about the South Carolina Conference of the International Pentecostal Holiness Church, Inc., and I understand that I should consult my Bishop or Supervisor regarding any questions not answered in the employee handbook. I have entered into my employment relationship with the South Carolina Conference of the International Pentecostal Holiness Church, Inc. voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or the South Carolina Conference of the International Pentecostal Holiness Church, Inc. can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

This employee handbook and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of my employment with the South Carolina Conference of the International Pentecostal Holiness Church, Inc. By distributing this employee handbook, the Conference expressly revokes any and all previous policies and procedures that are inconsistent with those contained herein.

I understand that, except for employment-at-will status, any and all policies and practices may be changed at any time by the South Carolina Conference of the International Pentecostal Holiness Church, Inc., and the Conference reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies.

I have received the handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

February

Employee's Signature

Employee's Name (Print)

Date

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE