APPENDIX: Receipt for Employee Handbook

RECEIPT FOR EMPLOYEE HANDBOOK

I acknowledge that I have received a copy of the Employee Handbook of the Susquehanna Conference of The United Methodist Church. I agree to read it thoroughly, including the statements in the Introduction describing the purpose and effect of the handbook. I agree that if there is any policy or provision in the Handbook that I do not understand, I will seek clarification from my supervisor.

I understand that The Susquehanna Conference is an "at will" employer and as such, employment with the Susquehanna Conference is not for a fixed term or definite period and may be terminated at the will of either the employee or the employer, with or without cause, and without prior notice. No member of management has the authority to make any agreement for employment for any specified period of time, or to make any agreement contrary to the above, except the Chief Financial Officer.

I understand that this Handbook states the Susquehanna Conference's policies and practices in effect on the date of issue. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with the Susquehanna Conference for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

Please sign and date this receipt and return it to the Benefits Administrator.

Date: _____

Signature: _____

Print Name: _____