

Acknowledgement of Receipt of Diocesan Handbook and Policy to Report Wrong-Doing

The Diocesan personnel handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures.

If you have any questions regarding the material in the handbook, please contact your supervisor or the Director of Human Resources for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period. The Diocese reserves the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

I acknowledge receipt of the Diocese of Great Falls-Billings Lay Employee Handbook, last updated December 2024, as promulgated by Bishop Jeffrey Fleming on December 20, 2024:

Employee Name (Please Print)

Employee Signature

Date: _____