

# Montana Catholic School of Great Falls/Billing

## Acknowledgement of Receipt of Policies

The Montana Catholic Schools of Great Falls Diocesan personnel policy manual has been prepared to provide our administrators, faculty, staff, and other employees with a general understanding of our schools personnel policies, work rules and benefits. All employees are responsible for becoming familiar with these policies and procedures.

If you have any questions regarding the material in the policy manual, please contact your school administrator, supervisor, or Human Resources office 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 notice regarding updates and policy changes or amendments.

I acknowledge receipt of the Montana Catholic Schools of Great Falls Diocesan personnel policy manual last updated and promulgated through Bishop Michael Warfel, on October 20, 2024 through March 2023:

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Employee Name (Please Print)

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Employee Signature

Date: \_\_\_\_\_