

**ACKNOWLEDGEMENT OF RECEIPT
AND UNDERSTANDING OF
WOODLAND HILLS CHURCH EMPLOYEE HANDBOOK**

I understand that via the church website on the "Staff Resources" page, I have access to the Employee Handbook of Woodland Hills Church. I understand and have read the Employee Handbook and I am familiar with its policies, benefits and employee responsibilities.

I understand that the Employee Handbook supersedes previous applicable policies, and that the Employee Handbook will remain in effect until amended or updated in the manner provided.

I understand that nothing contained in the Employee Handbook will constitute any employment contract with Woodland Hills Church. My employment with Woodland Hills Church is at-will and may be terminated by either Woodland Hills Church or myself at any time without notice or requirement of cause. Nothing contained in the Employee Handbook is intended to interfere with any rights or benefits protected by law.

I understand that I am responsible for complying with policies, rules and procedures set forth in the Employee Handbook, as amended and supplemented by Woodland Hills Church.

I have read and understand the notice and my rights under the Minnesota Personnel Record Review and Access Act.

Signature of Employee

Date

Printed Name