



# Diocese of Des Moines

## Personnel Policies and Procedures

### Manual Acknowledgement

---

I acknowledge that I have received a copy of the Personnel Policies and Procedures Manual of the Roman Catholic Diocese of Des Moines, and agree that I will comply with these policies and that the management has the right to interpret and change these policies in its sole discretion. I understand that the policies are not a contract and do not create property rights and that my employment is not under an employment contract or for any guaranteed period, but is “at-will” and may be terminated by me or by the Diocese at any time.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_