

Employee Policy Manual Acknowledgement Form



Exclusively for Subscription Clients

Every employee in your organization should receive a copy of your policy manual. If any of your employment practices are challenged in a court of law, you will need to prove that the policy has been communicated to your employees and they have agreed to follow them as a condition of their employment. This is best proven by having a formal policy manual as well as an acknowledgment form signed and dated by each employee and his/her supervisor. The signed acknowledgment should be placed in each employee's personnel file. A new acknowledgment form should be signed and dated for each policy and/or manual update. Employees should be given approximately one week to review the policy manual before the acknowledgments are due to be turned in to the HR department.

Please note that this information was correct as of the date it was placed on Sikich LLP's website. While we will make a good faith effort to keep the information current, it is the responsibility of users of this section to ensure that they are viewing the most updated information. There is no guarantee of applicability in your state and local and state guidelines/laws should be considered. We cannot be responsible for actions based on outdated information. Remember that you can always call to verify current information.

EMPLOYEE PERSONNEL POLICY MANUAL ACKNOWLEDGMENT

I hereby acknowledge receipt of the **Organization Name** Policy Manual. I agree and represent that I have read this Manual in its entirety and agree that if there is any policy or provision that I do not understand, I shall seek clarification from my **XXXX**.

I understand that this Manual is only a reference guide and is not intended to create or does it create an employment contract, either express or implied, on the part of the **organization name**. I understand that the policies, benefits, and rules contained in this Manual can be changed or discontinued at any time, with or without advance notice.

I understand and shall comply with all policies within this Manual and acknowledge that violating any policy within this Manual or any other **organization name** policy, rule, or guideline shall subject me to disciplinary action up to and including termination.

Employee Name: _____

Employee Signature: _____

Date: _____

Supervisor Signature: _____