



BOYS & GIRLS CLUBS
OF SOUTH PUGET SOUND

BGCSPS Personnel Policy & Procedure Manual Acknowledgement Form

A complete listing of the Boys and Girls Clubs of South Puget Sound (hereafter referred to as BGCSPS) personnel policies and procedures is located in the BGCSPS Personnel Policies & Procedures Manual on the BGCSPS internet site. Each location/branch and Human Resources also have a hard copy for employees to review. Employees can contact their supervisor if they wish to review a hard copy or Human Resources if they wish to request a copy.

The Personnel Policies & Procedures Manual provides important information about BGCSPS and its operations. Employees are expected to read through this manual and familiarize themselves with the personnel policies and procedures of BGCSPS.

Information, policies and benefits described in the BGCSPS Personnel Policies & Procedures Manual may be modified or discontinued from time to time. Changes to any policies and procedures will be reflected in the Policy and Procedure Manual on the BGCSPS internet. If an employee has a question regarding a policy or how to access the manual on the BGCSPS internet he/she should contact his/her supervisor and/or Human Resources for further clarification. Please note that the terms of the written insurance policies are controlling.

I understand and agree that it is my responsibility to read and comply with all of the policies contained in the BGCSPS Personnel Policy & Procedure Manual and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on my adherence to those policies.

Employee Name (please print)

Employee Signature

Date