



Employee Handbook

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Open Door Church of Raleigh, NC

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Introduction and Overview

Welcome Statement

On behalf of Open Door Church of Raleigh, NC (hereafter “ODC”), let us extend a warm and sincere welcome! We hope you are blessed in your work here and we are thrilled to have you with us. We believe each employee contributes directly to ODC’s ability to fulfill its mission, and look forward to your unique contribution with the gifts and talents God has given to you.

Mission Statement

At ODC, our mission is to love God and make His gospel known. ODC is a New Testament church that exists to make disciples, teach the saints, and plant churches both nationally and internationally. We believe Christ’s life, death, and resurrection are God’s plan to heal and redeem our fallen world, and we’re dedicated to being a part of what He’s doing here in Raleigh, in our country, and throughout the nations.

As church staff, we accomplish this by dedicating our talents and energy in work toward ODC’s core values and church covenant. It is expected that ODC staff abide by these values and covenant and that they serve as faithful church members. Should occasion arise where non-ODC church members are hired for roles within ODC, it is expected that they still agree with ODC’s mission, values, and covenant and are a member at a like-minded church where they are carrying them out within that church context.

Purpose of Handbook

The purpose of this employee handbook is to help you get acclimated with the culture, expectations, and policies of being an employee at ODC as we all strive together to fulfill ODC’s mission.

This handbook is not a binding contract between ODC and its employees and is not intended to alter the at-will employment relationship between ODC and its employees. It’s also important to remember that this handbook provides general information and that more personalized information, such as your specific compensation package, can be found in other sources. The content of this handbook is

reviewed on a yearly basis. ODC reserves the right to modify, rescind, delete, or add to the provisions of this handbook in its sole and absolute discretion consistent with applicable law. ODC also reserves the right to interpret the policies in this handbook at its discretion. The current version of this handbook supersedes all previous versions.

If you have any questions, suggestions, or want further clarification on any of the policies outlined herein, please contact the Executive Pastor.

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Workplace Policies

Work Environment

ODC is committed to a work environment that is free of discrimination, harassment, or any other inappropriate or offensive behavior not befitting a follower of Christ. ODC desires each staff member to feel respected, appreciated, and valued. If there is a request for accommodation due to a disability, injury, or other matter, please let us know. ODC evaluates each request individually and desires to work with you to make sure you have what you need.

Background Checks

ODC conducts background checks on all employees, as well as any volunteer who works with children or teens. This is to promote a safe work environment and help ODC be faithful to its mission. As a condition of employment all candidates must consent to a background check, as well as provide references who can comment on previous work integrity. ODC reserves the right to deny employment based upon the findings of any background check and comments from references.

Office Hours and Attendance

ODC's typical office hours are Monday through Thursday, 9:00am to 5:00pm. The office building will be considered closed on Friday's, weekends, and holidays. ODC may allow an employee to have a hybrid work arrangement (depending on the nature of their position) that would include office and remote hours. Any hybrid work arrangement must be approved by the Executive Pastor and coordinated with any staff supervisor.

Sunday is the most important day of the week for the ministry of ODC. It is expected that all staff with Sunday responsibilities will treat Sunday as a work day. Staff are expected to show up early and stay late and approach the day as your vocation. To encourage the practice of a Sabbath rest, quality time with family, and time for personal responsibilities and refreshment, staff take Friday and Saturday as your time off. However, staff should appreciate the fact that the average congregational member is

working Monday - Friday AND engaging in ministry throughout the day on Sunday. For any staff whose job description does not require work on Sunday, you are expected to be present and engaged as a member of ODC, setting the example for others to follow in attending, serving, and giving.

For all pastors and staff, there is an expectation that while balancing time off with family, when an urgent need arises after hours, you will, to the best of your ability, meet that need in a timely fashion.

With regard to other ministry events throughout the year, it is not expected that all staff attend all events. All staff are expected to be regular participants in weekly worship, care group, and members meetings. Outside of those regular events, you have freedom to pace your involvement based on what is sustainable for you and/or your family. While not expected to be at everything, staff are expected to let their supervisor know if they do not plan to participate in an event. In addition, staff should commit themselves to be an exemplary church member by participating in events more often than not. In the event an employee is hired who is a member of a like-minded church, ODC's expectation is that you will be faithful to gather regularly at your church and thereby fulfill the above mentioned expectations.

Dress Code

ODC does not maintain a specific dress code for office hours or for our Sunday services. However, recognizing that appearance reflects not only on staff as an individual, but also on the church as well, the appearance of staff members must be appropriate to the occasion and your duties. On Sundays, care should be taken to present yourself in a professional manner in dress and interpersonal interactions.

Communication

ODC utilizes two main means of regular communication amongst staff members in addition to person-to-person communication: Google chat and email. This policy will focus on the main means of communication and our expectations for you as a staff member.

ODC utilizes Google's Gmail as its business email. Upon offer and acceptance of employment you will be issued an email account, which will usually be your first name@opendoorlife.com. In utilizing Google's gmail, ODC also has access and utilizes its suite of workplace documents and applications such as Google Docs, Sheets, and Chat. This setup allows ODC staff to collaborate and share information efficiently.

ODC utilizes Google Chat as its main means of communication between staff. There are direct chats between employees as well as group chats designed for specific purposes such as all staff communication and prayer requests.

ODC expects each staff member to do their part to create an atmosphere of collaboration and efficiency around its communication. To do this each staff member is expected to routinely check your email and Google Chat messages each day and respond in a timely manner. On occasion, there will be a need for you to be contacted after hours. In this event, ODC staff will rely on a text message or phone call. While ODC desires each staff member to be present with their family and community when not in the office, ODC does expect each staff member will periodically check to see if anything pertinent has been communicated to them and respond accordingly.

Technology/Social Media

ODC provides various technology resources to authorized employees to assist you in performing your duties and recognizes that you may also need to interact with social media or other publicly available technology applications in order to perform your job duties. Each staff member has a responsibility to use these technology resources in a manner that advances Open Door's mission and core values. This responsibility extends past official work hours and also includes personal use. For more details please reference ODC's Communications Policy document.

Appropriate use of ODC's technology resources and those in public domain is to be for the purpose of conducting ODC's operational business and to advance its mission. In doing so, all ODC staff must interact with any technology and social media in a way that is above reproach, respectful of others, truthful, and mindful of confidentiality of sensitive financial and personal information.

Inappropriate use of ODC's technology resources and those in public domain includes any harassing or discriminatory messages/postings, any inappropriate jokes, any messages/postings of or viewing of sexually-explicit content, any use that is not work-related while on company time, and any messages/postings that reveal confidential financial, operational, or personal information without consent.

Failure to abide by these rules is grounds for termination and/or removal of access to ODC issued technology.

Confidentiality

As an employee of ODC, you may have access to financial or personal information relating to our members, guests, or other associated parties that will require a commitment to integrity and confidentiality. A breach of this trust may result in disciplinary action.

Harassment/Discrimination

All employees have the right to work in an environment free from discrimination and harassing conduct. This may include offensive language, aggression, or other forms of disrespectful or intimidating behavior. No ODC employee shall engage in conduct that falls under the definition of unlawful workplace harassment, including sexual harassment, discrimination, or retaliation which would be grounds for suspension or termination.

Reporting Harassment/Discrimination

If you are a victim of harassment or discrimination in the workplace, or have witnessed it take place at ODC, please immediately report your concern to your staff supervisor, the Executive Pastor, or any active elder or elder's wife.

Travel

Your position at ODC may require you to travel overnight. Some examples of this travel include but are not limited to missions trips, student camps, ministry-related events, and conferences for further training.

ODC requires each employee required to travel to abide by ODC's core values, church covenant, and teachings on conduct befitting followers of Christ. Any inappropriate behavior in speech, conduct, or technology use that brings disrepute upon yourself and by extension ODC is grounds for termination. A male staff member should not travel alone or room with a non-related female staff member and vice versa. Upon approval from the Executive Pastor, a spouse may be authorized and permitted to travel with you. A spouse's travel may be at your own expense.

Travel should be coordinated in advance with your staff supervisor and the Executive Pastor, including dates of travel, names of individuals on trip, expected cost of the trip, paid/unpaid time for trip, and what ODC will cover in expenses for the trip and what you will be responsible for yourself.

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Employment Relationship

Employment Types

ODC has six employment classifications:

- Ministers (full-time salary; including benefits)
- Full-time salary (including benefits)
- Full-time hourly (including benefits)
- Part-time salary (excluding benefits)
- Part-time hourly (excluding benefits)
- Temporary (excluding benefits): interns, temporary positions

ODC classifies full-time employment as any position that averages 30 hours per week.

Employment Categories

This section is intended to help you understand your employment classification, employment status, and benefits eligibility. These classifications do not guarantee employment for any specified period of time.

Each employee is designated as either non-exempt or exempt from federal and state wage and hour laws. Non-exempt employees are entitled to minimum wage and overtime pay under the specific provisions of applicable law. Exempt employees are exempt from the minimum wage and overtime provisions of applicable law. An employee's exempt or non-exempt classification may be changed only upon written notification by ODC through the issuance of a revised personnel letter. To find your specific employment classification please see your personnel letter.

MINISTERS

Ministers are men who have been ordained or commissioned to serve as a minister within the church. Ministers have a dual tax status (self-employed for SS/Medicare but employees for Fed and State withholding). As a minister you pay your own taxes through a quarterly estimated tax, unless you have an approved Form 4361 on file. Ministers are considered exempt status. Ministers are eligible for benefits and should check their personnel letter for benefits offered.

FULL-TIME

Employees who are not in temporary or probationary status and who are eligible to be scheduled to work 30 hours or more per week. As a regular full-time employee you will fall into either exempt or non-exempt status, and should check your personnel letter for your classification. Full-time employees are eligible for benefits and should check your personnel letter for benefits offered.

PART-TIME

Employees who are hired for an indefinite period, but who work less than a full-time schedule. As a part-time employee you may work irregular hours, regularly scheduled hours every workday, or full workdays but less than 5 days per week. Part-time employment at ODC means scheduled work of less than 30 hours per week. Regular part-time employees are classified as non-exempt status.

TEMPORARY

Employees whose employment is limited in duration. Temporary employees are generally hired for a specific short-term project, season, or other temporary basis. Paid internships fall into this Temporary employee category. Temporary employees are not eligible for company benefits unless required by applicable law. Temporary employees are classified as non-exempt status.

Employment-At-Will

Employment with ODC is at-will. This means that either you or ODC may terminate your employment at any time, for any reason, with or without cause, and with or without notice. As a church, ODC expects its employees to agree with and conduct themselves in accordance with the church's religious beliefs and practices as interpreted by Scripture. The Elders, represented by the Executive Pastor, have the final authority to determine issues related to conduct in accordance with ODC's beliefs and practices. Failure to abide by the church's religious beliefs and practices is grounds for termination.

On-Boarding Policy

This section details what you can expect during your onboarding process. From acceptance of employment, the first day of work, and beyond our desire is that you will feel welcomed, informed, and equipped to perform your particular job duties here at ODC.

ODC will seek to hire only qualified individuals whose character is above reproach and who display a sincere commitment to Christ and His church. In most cases new staff must be a member of ODC with commitment to our church covenant. In unique circumstances an employee may be a non-member of ODC but must be a committed church member at a like-minded church. All new staff must agree with ODC's statement of faith. Upon an interview request, all potential employees will be given a detailed job description outlining the job responsibilities.

Before your official start date you can expect to receive access to this Employee handbook, a personnel letter detailing your salary and benefits, personnel documents needed for tax purposes and employment verification, and communication from a staff member highlighting all pertinent information needed for the first day of work.

On the first day of employment you can expect to receive an introduction to the office workspace and employees, get setup with any online access needed to printers and job-related platforms, receive/ or have ordered a name tag, be able to setup your desk area, and otherwise get acclimated to your new work environment. Any training on the online platforms needed will be noted and subsequently scheduled for the first week of work. Workflow procedures will be explained such as where office supplies are located, who to request needed office supplies from, regular meeting schedules, payroll schedule, office hours and holiday closures, along with other pertinent details.

Within the first week we desire you to feel settled into the work environment, with knowledge of who to go to for help when needed. We believe you will find ODC a loving and supportive work environment that helps to equip you to succeed. We look forward as the first week turns into months of how you become an integral part of ODC and help the next new employee who comes after you.

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Payroll

This section is intended to outline some general employment information related to matters of compensation.

Compensation

ODC desires to compensate employees fairly, utilizing comparisons to similar job duties within the workforce and a cost of living analysis for the Raleigh, NC area. Each employee's compensation is confidential and will not be published for public disclosure. Additionally, details of your compensation should not be discussed with other employees. Only the Executive Pastor, Elders and Trustees, and the Staff Accountant are aware of compensation details. You will find your compensation details within your personnel letter which is provided annually.

Payroll Details

ODC operates on a bi-monthly payroll schedule. Payroll is initiated on, or around, the 15th and 30th of each month. If the 15th or 30th falls on a weekend, payroll will be initiated on the Friday before. If the 15th or 30th falls on a holiday, payroll will be initiated the day before that is not also a bank holiday. Payroll is initiated through direct deposit for all church staff unless you do not authorize direct deposit, in which case you will be issued a check. If you need to update your bank account information, please request and fill out a new direct deposit form and submit it to the Staff Accountant.

In some cases, an employee (such as temporary employees, paid interns, and church childcare workers) may receive a physical check and be paid on a different schedule. Please see your personnel letter to determine your payroll schedule.

All payroll taxes will be paid on your behalf by ODC according to your W-4 and NC-4 withholding certificates. You may alter your W-4 and NC-4 at any time by presenting a new W-4 and NC-4 withholding certificate to the Staff Accountant.

Any payroll deductions relating to an employee benefit will take place through payroll and be noted on your paystub and W-2. See section 5 for information on employee benefits and your personnel letter for benefits you are eligible for.

Each employee will receive a W-2 from ODC for income tax purposes that details their compensation and monetary benefits that must be reported to the IRS and state tax agencies. You will receive your W-2 in January each year for previous years work.

For all hourly and non-exempt employees, ODC requires that you keep a timesheet of your hours worked and submit them to the Staff Accountant and your staff supervisor every Monday for the previous week's work.

Overtime

In accordance with the FLSA and NCDOL labor laws, overtime pay will be given to all non-exempt employees at time-and-a-half based on their regular rate of pay for any week they work in excess of 40 hours. ODC requires that all employees consult with your staff supervisor and/or the Executive Pastor before working any hours beyond the agreed upon hours found in your personnel letter. For any trips that require overnight stays, please consult with your staff supervisor and the Executive Pastor in advance of the trip.

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Employment Benefits

Benefits Overview

This section contains an overview of some of ODC's current employee benefits. To find the specific benefits that pertain to you, please consult your current year personnel letter. ODC reserves the right to amend or terminate these benefits on a yearly basis.

Health insurance

ODC currently doesn't provide a group insurance plan, but ODC does partner with Remodel Health to assist eligible employees in getting coverage through the Health Insurance Marketplace. ODC also provides benefits to help offset the cost of eligible medical expenses. For a more detailed explanation of these benefits and to find if you are eligible, please consult your current year personnel letter and Medical Insurance Benefits explanation document.

Workers Compensation

In accordance with North Carolina law, ODC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately. Employees who sustain work-related injuries or illnesses should inform the Executive Pastor, their staff supervisor, and the Staff Accountant-ODC's representative for worker's comp claims, immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable you as an eligible employee to qualify for coverage as quickly as possible.

Paid Time Off (PTO)

Eligible employees are entitled to accrue paid time off (PTO) to use for vacation time, sick time, or for

other personal reasons. Eligible employees are entitled to accrue PTO at a rate that is determined by your years of service. To find your eligibility for PTO, please reference your personnel letter.

If the need to use PTO is foreseeable, employees are encouraged to provide at least 2 weeks notice to the Executive Pastor and any staff supervisor by filling out a time-off request form. If the need to use PTO is not foreseeable, the employee must provide notice as soon as possible. Employees must get approval from the Executive Pastor and any staff supervisor prior to scheduling or using PTO.

PTO approval is at the sole discretion of the Executive Pastor in consultation with any staff supervisor. Employees are encouraged to schedule PTO as far in advance as possible to help avoid any staff conflicts.

In order to use PTO, employees must have accrued PTO available. ODC does not allow employees to borrow against future expected accruals. Employees must use PTO in the year in which it is earned; however, employees may carry over a limited number of accrued PTO hours as outlined in their personnel letter.

Upon departure from ODC, an employee is eligible to be compensated for any accrued and unused PTO unless the employee fails to give proper notice of resignation or the termination is involuntary.

Maternity/Paternity Leave

Female staff members may request a leave of absence of up to 8 weeks for the birth or adoption of a child. The first 4 weeks will be paid, and the subsequent 4 weeks will be unpaid. At the end of the leave you are entitled to return to the same position or to a position of the same pay and similar level.

Male staff members may request a leave of absence of up to 2 weeks for the birth or adoption of a child. These first 2 weeks will be paid. Additional unpaid leave, up to 2 additional weeks, may be requested and will require the approval of the Executive Pastor and any staff supervisor.

Both female and male staff members may also use any accrued PTO for any weeks of granted unpaid maternity/paternity leave.

Maternity/Paternity leave must be taken in concurrence with the birthdate of a newborn child or the placement of an adopted child. For adoptions that require extended travel as part of the pre-adoption process, this leave can be used for travel as needed.

Maternity/Paternity leave should be requested at least 60 days in advance. If extenuating circumstances exist then requests may be granted, as determined by the Executive Pastor, with less than 60 days notice.

Other Time Off

HOLIDAYS

ODC observes the following holidays on which our church office will be closed:

- New Year's Day
- MLK Jr Day
- Easter Monday
- Memorial Day
- 4th of July
- Labor Day
- Thanksgiving Day
- Christmas Eve
- Christmas
- New Year's Eve

Please see your personnel letter regarding eligibility for holiday hours for these holidays.

CIVIC DUTY

To support employees in fulfilling their civic duty, ODC will grant time off for an employee who has received a summons to serve as a potential jury member. Employees must notify their supervisor as soon as possible after receiving a jury summons and should provide a copy of the summons for record-keeping purposes. Paid time off for this civic duty will be dependent upon the circumstances and in consultation with your staff supervisor and Executive Pastor.

BEREAVEMENT

It is the desire of ODC to accommodate bereavement requests and will do so on a case-by-case basis. All bereavement requests should be made directly to your staff supervisor and/or Executive Pastor, as soon as possible.

Retirement Plan

Open Door Church provides participation in a 403(b) plan to all full-time employees. To find specifics on this benefit and your eligibility, please consult your current year personnel letter.

Technology

In most cases, the technology you need to perform your job description will be provided to you by ODC, with the exception of a mobile phone. Some full-time employees are eligible to participate in ODC's Buy Your Own Device (BYOD) program that allows an employee to accrue designated funds to be used to purchase a computing device and related accessories. This device will be considered a personal device rather than a church owned and issued device. If you are eligible for this benefit, it will be noted on your current year personnel letter.

In cases where you are asked (or offer) to use your personal computing device to perform your specific job duties, a small stipend may be offered in lieu of equipment. If you are eligible for this benefit, it will be noted on your current year personnel letter.

Housing Allowance

ODC offers a housing allowance to eligible employees. See your current year personnel letter to determine if you are eligible for this benefit. If you are eligible for this benefit you will be asked to fill out ODC's housing allowance form where you will provide a cost breakdown of eligible expenses that shows validity of the housing allowance you are claiming. If you receive ODC's housing allowance it is your responsibility as an eligible employee to maintain proper documentation as this allowance is subject to audit procedures.

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Expenses and Reimbursements

Expense and Reimbursement

ODC issues a credit card to all employees who routinely have to make purchases as part of your job duties. Authorized employees may also request payment via a check upon submission of a check request form. The purpose of ODC's expense and reimbursement policy is to provide clear guidance on incurring expenses, submitting documentation verifying legitimacy of expenses, and how to be reimbursed for expenses so that ODC is in accordance with IRS regulations. The following outlines ODC's expense and reimbursement policy.

CREDIT CARD EXPENSES

ODC has an expense account with Ramp Business Corporation, through which eligible employees are issued a charge card with an expense limit. All employees who will make routine purchases are eligible to be issued a card upon the Executive Pastor's approval.

All card expenditures must be approved by the Executive Pastor, either through the budget for the ministry area of the expense, or through special request.

After any card expenditure, you are required to upload the receipt/invoice, as well as budget code and description of expense, into the Ramp mobile app or desktop version. If the expenditure is a hospitality expense (please see your personnel letter if you are eligible for these expenses) then the description must include the names of all individuals present and ministry-related reasons for the expense.

If you lose a receipt and are unable to upload into Ramp, you will be asked to fill out the description and state reason for missing receipt on the Ramp mobile app or desktop version. You may also be required to fill out a Missing Receipts form by the Financial Assistant.

Personal purchases are not allowed on your Ramp card. If a personal purchase is made you are required to reimburse the church for the expense immediately. Please consult with the Staff Accountant to determine the best way to submit the required reimbursement.

You are responsible for being good stewards of any issued Ramp card, which includes being cautious and alert with the card information, maintaining its proper storage, and ensuring its proper usage. Any employee who is found to misuse an issued Ramp card is subject to removal of its privilege. Misuse consists of but is not limited to: improper personal purchases, not uploading required documentation into Ramp, or misplacement of the card.

EXPENSES VIA CHECK REQUEST

Eligible employees may request a check for an expense via submission of a check request form to the Financial Assistant. These forms can be located in the office workroom.

All check requests must be approved by the staff supervisor over the ministry expense, and the Executive Pastor.

REIMBURSABLE EXPENSES

ODC maintains an expense reimbursement arrangement that conforms to an accountable plan under § 62(a)(2)(A) and (c) of the Internal Revenue Code and the regulations thereunder.

ODC will reimburse employees for all properly substantiated ministry-related expenses paid for by an employee personally when request is submitted timely through a reimbursement request along with verifying receipts. ODC will exclude from your wages reimbursements of these substantiated ministry-related expenses.

For the reimbursement expense to be properly substantiated, ODC requires that the receipts and reimbursement request contain information sufficient to substantiate the amount of the expense, the date of the expense, the place of the expense, and the business purpose of the expense. For hospitality expenses, names of individuals present along with the ministry-related reason for the expense must be provided.

For the reimbursement request to be considered timely, the reimbursement request and receipts must be submitted within 30 days after returning from a trip, but no later than 60 days after incurring the expense.

A reimbursement request form can be found in the office workroom and should be filled out and turned in to the Staff Accountant. All reimbursements must be approved by the ministry lead over the ministry area of expense and the Executive Pastor.

Elders and ministers may request a reimbursement for a non-employee by filling out a reimbursement request form for the non-employee, obtaining receipts substantiating the ministry-related expense, and submitting these to the Financial Assistant.

Reimbursements to employees will be issued via direct deposit. Reimbursements to non-employees, including all lay Elders, will be issued via check.

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Exit Policy

Voluntary

Employees resigning from ODC are required to give at least 2 weeks notice in writing. For elders/ministers it is requested that they give at least a 2 month notice. Upon departure from ODC, an employee is eligible to be compensated for any accrued and unused PTO unless the employee fails to give proper notice of resignation. ODC requires that the employee give details in writing on current tasks working on, access/password information to relevant online platforms used in connection to the job, and expenses connected to their position that are pending or due soon. Keys, your company-issued Ramp card, other company-owned property, and name badge are to be turned in by the final day of employment. A final timesheet is also to be submitted detailing final hours worked.

Involuntary

Employees who are terminated involuntarily are not eligible for PTO payout and are required to return all company-owned property, including your Ramp card, upon termination.

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Acknowledgments

General Handbook Acknowledgment

I have received and read a copy of Open Door Church of Raleigh, NC's employee handbook. I acknowledge the policies, rules, and benefits described in it and how they pertain to me as an employee. I understand the handbook and its policies are subject to change at the sole discretion of Open Door Church at any time and that this handbook is intended to provide guidelines and general descriptions only. Individual circumstances may call for individual attention.

Employee's Printed Name: _____

Position: _____

Employee Signature: _____ Date: _____

The signed original copy of this acknowledgment should be given to the Staff Accountant and it will be filed in your personnel file.