



ARCHDIOCESE OF INDIANAPOLIS

The Church in Central and Southern Indiana

Office of Human Resources

1400 N. Meridian Street, Indianapolis, IN 46202-2367
P.O. Box 1410, Indianapolis, IN 46206-1410
317-236-1594 1-800-382-9836 Fax: 317-236-1401

Policy Acknowledgement Form For Employees Who Work Under 1,500 Hours Per Year

Thank you for joining our staff and contributing your talents to the ministry of the Church in Central and Southern Indiana. To help you get acquainted with our employee policies and benefits, information has been posted at our website, www.archindy.org (If you do not have access to the Internet, please call the Human Resources Office at (317) 236-1594 or (800) 382-9836, ext. 1594 to have the policies mailed to you. We encourage you, however, to view the policies online to reduce paper and postage costs.)

Please review the following information on the website:

1. **To Be Safe and Secure:** Policies, Procedures, and Protocols For the Protection of Minors and Others from Sexual Misconduct by Persons Working or Ministering on Behalf of the Archdiocese of Indianapolis
2. **Employment Law Manual:** Policies on the Sacredness of Every Person, Our Pay Practices, Time Away From Work, and Other Employment Matters
3. **Benefits At A Glance for Employees Who Will Work Under 1,500 Hours Per Year:** Information About the Employee Assistance Program (EAP) and the Retirement Savings Plan

Acknowledgement

I certify that I will read the policies listed above within the next 30 days and will follow the directions and procedures contained in them. I recognize that the Archdiocese reserves the right to modify or terminate these policies at any time.

Name (signed) _____

Name (printed) _____

Parish/School/Agency _____

Date _____

(To Be Kept on File at the Parish, School, or Agency)