



Pinebrook Bible Conference & Retreat Center

Every new employee must review the policy and procedure manual, and sign and return this form within 7 working days of hire.

Verification of Policy and Procedure Review

Hire Date: _____ Due date: _____

Employee Name: _____

Primary Service/Work Area: _____

All employees

General Policies and Procedures: _____

Registration Policies & Procedures: _____

Respective Job Description: _____

Job Description of all other positions: _____

Job Status (check one): Salaried: _____ Hourly: _____

Note: Hourly and salaried staff will include time spent reviewing the manuals above on their time sheets / work summary sheets. It will require an average of 3.5 – 4.5 hrs for reading applicable policies & procedures.

By my signature, I verify that in addition to reviewing policies and procedures in orientation, I have read the manuals noted above which apply to my position and/or the operation of Pinebrook Bible Conference. I understand them, will abide by them, will refrain from undue or malicious dissection of semantics, by upholding and respecting the spirit in which they are written, and will abide by future revisions and new policies and procedures which will be sent electronically. I further understand that these manuals are available to me for review on the staff webpage for reference.

Signed: _____

Date: _____

Routing

Employee: Complete this document and put the **original** in the courier to Human Resources at HQ *no later than* the due date listed above.

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