

**Acknowledgment and Receipt**

**I have received access to the Employee Handbook. Located at <http://staff.lifechurch.tv>**

The employee handbook describes important information about LifeChurch.tv, and I understand that I should consult my supervisor or HR Coordinator regarding any questions not answered in the handbook. I have entered into my employment relationship with LifeChurch.tv voluntarily and acknowledge that there is no specified length of employment. **Accordingly, either I or LifeChurch.tv can terminate the relationship at will, with or without cause, at any time, so long as there is not violation of applicable federal or state law.**

This manual and the policies and procedures contained herein supersede any and all prior practices, oral or written representations, or statements regarding the terms and conditions of your employment with LifeChurch.tv. By distributing the handbook, LifeChurch.tv expressly revokes any and all previous policies and procedures which are inconsistent with those contained herein.

I understand that, except for employment at-will status, any and all policies and practices may be changed at any time by LifeChurch.tv Directional Leadership Team, and LifeChurch.tv reserves the right to change my hours, wages and working conditions at any time. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Directional Leadership Team has the ability to adopt any revisions to the policies in this handbook.

**I understand and agree that nothing in the Employee Handbook creates, or is intended to create, a promise or representation of continued employment and that employment at LifeChurch.tv is employment at-will, which may be terminated at the will of either LifeChurch.tv or myself. Furthermore, I acknowledge that this handbook is neither a contract of employment nor a legal document.** I understand and agree that employment and compensation may be terminated with or without cause and with or without notice at any time by LifeChurch.tv or myself.

I have received access to the online handbook, and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Employee's Name( Print )

\_\_\_\_\_  
Date

**TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE**