

Employee Manual Agreement

I, , will be receiving a Lo-Se-Ca Foundation Employee Manual and I understand that it is my responsibility to read it and that I am responsible for knowing the information therein. I further understand it is not an employee contract and that if I have any questions regarding the information within the Employee Manual that it is my responsibility to seek clarification from my supervisor or the HR Manager.

Office Use Only:

Human Resource Manager or Designate Signature:

X _____



Signature Certificate

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