



Memo

Date: September 21, 2020

To: Business managers, principals and pastors

From: Chuck Thibaudeau, Director of Human Resources, and Marquita Richburg, Human Resources Manager

Re: Updated Employee Policy Manual

The long-awaited updated Employee Policy Manual is now ready and available for your review at <https://archatl.com/offices/human-resources/employee-resources/>

All updates to the manual are documented in red font. We encourage you to review these changes as soon as possible and to follow-up with any questions or concerns you have. Your electronic signature is requested and will serve as confirmation that you have received and read the updates. The electronic acknowledgement form can be downloaded and submitted at <https://form.jotform.com/202576911754157>

As required, all active employees must be informed. Please make all of your active employees aware of the updated manual by ensuring that they all receive a copy of the [enclosed memo](#). **Employees will have until Friday, October 16, 2020 to review and submit their signed acknowledgment form.** By providing their email address, the employee will receive a copy of their signed acknowledgment form and a copy will be forwarded to our office. You may keep track of compliance by requiring that each employee provides you with a copy of the signed acknowledgment form sent to them. Signed acknowledgement forms may be uploaded to each employee's record in Paychex, under the "Employee Documents" tab.

For all new hires – going forward (*anyone hired after September 15, 2020*) please be sure to direct your new hires to the website where they will be to download and review a copy of the policy manual. They should also be directed to acknowledge receipt of the manual by providing their electronic signature as described above. When our office is notified of a new hire, we will confirm receipt of the new employee's signed acknowledgment. New hires should

provide a copy of the signed acknowledgment form to you, which should be uploaded to the employee's record in Paychex.

Thank you.