



Distrito Hispano del Este

P.O. Box 7146, Newark NJ 07107
973-351-4226

www.nuestraalianza.org
spanisheastern@optimum.net

Hoja de Asuntos Entendidos por el Empleado (Employee Acknowledgment Form)

At Will Employment

I acknowledge that both the Spanish Eastern District and I have the right to terminate the employment relationship at any time, with or without cause or advance notice, and that this employment at will relationship will remain in effect throughout my employment with the Spanish Eastern District unless it is specifically modified by an express written agreement signed by me and the Spanish Eastern District's Superintendent.

I further acknowledge that this employment at will relationship may not be modified by any oral or implied agreement.

Employee's Name (Please print)

Employee' Signature

Date



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CONFIDENTIALITY STATEMENT

I understand and agree that in the performance of my duties as an employee of The Spanish Eastern District, I must hold all/any information in confidence. Further, I understand that proven violation of my employer's confidentiality of all/any information shall be cause for disciplinary action and possible termination with prejudices for rehire. I also understand that non-authorized release of all/any information may result in legal action.

Date _____ Signature _____

MEDIATION AGREEMENT

I agree that any claim or dispute arising from or related to my employment shall be settled by Biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Association of Christian Conciliation Services. I agree that these methods shall be the sole remedy for any controversy or claim arising out of my employment and expressly waive my right to file a lawsuit in any civil court against any person, Church, or District for such disputes, except to enforce an arbitration decision.

Date _____ Signature _____



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Conflicting Ministries

All employees must receive approval from the Spanish Eastern District's Superintendent before engaging in outside employment, private business, or other activity, which might have an adverse effect on, or create a conflict of interest with the Spanish Eastern District.

In accepting employment with the Spanish Eastern District the employee agrees not to be employed as a secretary or administrative assistance as defined by the Spanish Eastern District for any other C&MA District within the geographic boundaries of the Spanish Eastern District within one (1) year after leaving the employment.

Date _____

Signature _____



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Office Attire and Appearance

The employee is informed of the minimum requirements regarding office attire and appearance. It is the purpose of the District to establish reasonable standards that at least provide the employee with a basic expectation of modesty at the workplace.

A. Definition

1. "Tattoo" means to mark or color the skin by pricking in, piercing, or implanting indelible pigments or dyes under the skin.
2. "Body Piercing" means the creation of an opening in an individual's body other than the individual's ear, to insert jewelry or other decoration.

B. Policy Statement

1. Hair, including facial hair, should be clean and neatly trimmed and conform to professional standards of style and color.
2. Employees are expected to present a neat appearance and are not permitted to wear ripped or disheveled clothing.
3. Body piercing and body art in the form of tattoos and other skin pigment alterations is a personal choice that may convey a message different to what the District understands as modest as well as being against biblical principles (Lev. 19:28, I Cor. 3:16-17, 6:19, etc.). Understanding this principle management reserves the right to ask an employee to remove or cover anything that is deemed to be inappropriate for viewing by others in the workplace or when representing the District.
4. Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs, is not professionally appropriate and must not be worn during business hours or when representing the District. Torso body piercings with visible jewelry or jewelry that can be seen through or under clothing must not be worn during business hours.
5. Additional restrictions may be added by the District in order to maintain an appropriate level of appearance or professionalism.

Date _____

Signature _____