



Series: 1200 Human Resources

Policy Name: Human Resources Policies

Policy Number: 1202

Origination Date: 11/1/2013

Revision Date: July 1, 2018

Regulation: N/A

Policy: Every Communities Connected for Kids employee will be provided with access to agency policies and procedures during the Orientation period. Additionally, each employee will be notified when an updated version of the Communities Connected for Kids Employee Handbook has been published.

Procedure:

All employees will be notified that the employee handbook is available on the Communities Connected for Kids Intranet, or in hard copy form upon request, through the employee's Human Resources office.

Each employee shall be required to acknowledge his/her responsibility for reading the employee handbook; an awareness that the Employee Handbook may be accessed through Communities Connected for Kids Intranet, or in hard copy form; and an agreement to abide by the policies and procedures contained in this employee handbook.

Approved: Carol Deloach

Carol Deloach, CEO

July 1, 2018