

**Subject: PERSONNEL POLICY #1**  
**PURPOSE OF PERSONNEL POLICYS AND PROCEDURES**

Personnel policies and procedures will be issued whenever legislation or court interpretations affect the agency's Employee Relations program. They will also be issued whenever modifications of the agency's employee benefits or internal procedures occur.

Personnel policies will be distributed to management personnel in the form of typewritten pages for the Personnel Notebook and to employees in the form of an explanation of these policies in the Employee Handbook. Pages in the Employee Handbook will be added, changes or deleted as policies changes.

The Employee Handbook is to be maintained by the employee and every employee is required to read and understand its contents. The employee will acknowledge receipt of the Handbook and revisions as they occur.

These personnel policies and procedures are presented as a matter of information only and are not to be construed as a premise or contract between the employer and its employees.

Management personnel will be responsible for notifying their employees of any changes to personnel policies. The day to day administration of policies and procedure will also be the manager's responsibilities.

The communication channel for all approved personnel policies or changes is:

Executive Director	}	Written Policy Format
And Staff Managers		
With Manuals		
All other Employees	}	Written Bulletin Board & Employee
		Handbook Format

Good managers will listen for positive ideas from their subordinates at any level. The need for new policies and procedures or modifications often will be initiated by daily communications with all levels of employees.