



February 2009

Dear Staff Member,

Welcome to Oak Hill!

Oak Hill is a private non-profit 501(c)(3) charitable organization governed by a volunteer Board of Directors.

Founded as a school for blind children in 1893, The Connecticut Institute for the Blind, Inc. (dba Oak Hill) expanded its mission in the mid-70's to serve people with multiple disabilities and opened its first group home in the community. Today, Oak Hill employs over 1,200 staff located in 120 sites, including: 1) community-based residential, education, day and camp programs for children and adults with developmental disabilities; 2) housing and supports for blind adults; 3) the Oak Hill Center for Relationship & Sexuality Education, promoting safe and healthy relations for people with developmental disabilities; and 4) The New England Assistive Technology (NEAT) Marketplace, bringing people with disabilities together with equipment that enhances their independence. Over 600 children and adults are served by Oak Hill through the first four programs located in 59 towns, and thousands of connections are made annually through The NEAT Marketplace in Hartford.

This Human Resources Policy Manual is designed to inform you of the policies and expectations regarding your employment at Oak Hill. Many of our policies and procedures are required by the state and federal agencies that fund Oak Hill's operations. Consequently, depending upon the department in which you work, you may receive supplementary materials. You will also receive extensive classroom and on-site training from our Staff Development department and supervisors.

Oak Hill provides wages and benefits at all levels that are among the very best offered by private non-profit agencies. We are profoundly grateful to our donors and supporters who enable us, through their gifts, to assure the best quality care provided by a dedicated well-trained staff.

As a member of the Oak Hill staff, you will become an emissary to the various communities in which Oak Hill does business. You will also become a partner with program participants, parents, staff and volunteers in fulfilling our mission. I therefore encourage you to read the Mission and Core Values Statement on page 1 of this Manual. Oak Hill takes its mission very seriously and therefore demands excellence from all of its employees. At all times it is vital to know that our program participants are at the center of everything we do.

Again, thank you for joining Oak Hill. I hope that you will have a long and successful career here and welcome you as a colleague.

Very truly yours,

Patrick J. Johnson, Jr.
President