

HOW TO USE THIS MANUAL

This Human Resources Policy Manual is intended to provide all employees with basic information regarding employment at Oak Hill. While not every policy and procedure affecting employment may be covered, this Manual should be your first resource to find answers you may have regarding your employment. If, after reviewing this Manual, you still have questions, you should call Human Resources.

It is expected that you will review this Manual and become familiar with its contents. Many of the policies speak to the exceptionally high standards we have set for ourselves at Oak Hill so that we can best serve our program participants. Consequently, violations of certain policies may result in stringent disciplinary action being imposed, up to and including discharge from employment. Ideally, your familiarity with these policies will minimize the likelihood of such an occurrence.

Beginning in 2009, all Oak Hill employees will be asked to review and sign-off on this Manual annually. Additionally, some policies will be addressed in New Employee Orientation and through our ongoing training requirements.

From time to time, policies may be modified, removed or added. All revisions to this Manual will be sent from Human Resources and you will have the opportunity to review and sign-off on all new policies and revisions to existing policies. Policies that are not distributed through Human Resources will be deemed unauthorized.

Again, if you have questions regarding the use of this Manual or its contents, please call Human Resources. Likewise, if you have any suggestions as to how this Manual might be improved, please let us know.

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