

## INTRODUCTION AND CONTRACT DISCLAIMER

This Human Resources Policy Manual (“Manual”) is intended to serve as a practical guide to the current personnel policies and practices of Oak Hill and as your personal reference in answering questions that you may have about your job. Should you have any questions regarding the policies contained in this Manual, please consult the Human Resources Department.

Since this Manual is only a summary of Oak Hill’s expectations compiled for the convenience of our employees, it is not intended to cover all topics or circumstances. Additionally, **the policies and procedures in this Manual are guidelines only and are not to be construed as an expressed or implied contract of employment, a promise of employment for any specified time, or a guarantee of benefits or working conditions between any employee and Oak Hill. Moreover, in order to adapt to its changing needs and to respond to specific situations as they may arise, these policies may change from time to time. Oak Hill also reserves the right to revise, discontinue, suspend, or modify any part(s) of this Manual at any time without prior notice and any such action shall apply to existing as well as future employees. Furthermore, Oak Hill’s actions, from time to time, may also vary from the attached policies and procedures, or any subsequent policies and procedures that may be implemented.**

The terms and conditions of employment of members of the New England Health Care Employees Union, District 1199, SEIU (“the Union”) are governed by a collective bargaining agreement (“CBA”) between the Union and Oak Hill. In the event of a conflict between the CBA and this Manual, the terms of the CBA shall govern. In all other respects, this Manual shall complement the CBA.

Employees who work in Oak Hill’s Community Programs should also consult Oak Hill’s Policies and Procedures Manual for Community Programs.

Employees who work in the Education Department should also consult the Policies and Procedures Manual for Oak Hill School.

This Manual supersedes and replaces any and all prior handbooks, policies, procedures and practices of Oak Hill that address the subject matter contained herein.

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