

THE ON-LINE AND PAPER VERSIONS OF THIS MANUAL

This Human Resources Policy Manual is published in hard-copy and is available on Oak Hill's intranet. Approved revisions, additions or deletions to this Manual will be posted on the intranet, and printed copies in loose-leaf form will be distributed at all program locations. In the event of a conflict between the printed and on-line versions of this Manual, the on-line version shall govern.

EFFECTIVE DATE OF NEW POLICIES

The original policies set forth in this Manual (dated May 2006) were approved as a whole by Oak Hill's Senior Management Cabinet on April 19, 2006. Since that time, the Senior Management Cabinet has revised some policies and has added new policies to this manual. Please see the Table of Contents to find out if a policy has been revised or is new. Original copies of all policies signed by Oak Hill's president are maintained in the General Counsel's office. This entire Manual is deemed effective February 28, 2009.