

TABLE OF CONTENTS
HUMAN RESOURCES POLICY MANUAL
December 23, 2011

<u>CHAPTERS</u>	<u>PAGE NO.</u>
<u>Introduction</u>	<u>Chapter 1</u>
President's Letter	01-1
Mission and Core Values	01-2
History of Oak Hill	01-3
Organizational Charts	01-4
How to Use This Manual	01-5
Introduction and Contract Disclaimer	01-6
Statement of At-Will Employment	01-7
Acknowledgement of Receipt of Human Resources Manual	01-8
Effective Date of this Manual/ On-Line Version	01-9
<u>Equal Employment Opportunity/Workplace Harassment</u>	<u>Chapter 2</u>
Equal Opportunity Policy	02-1
Policy on Hiring, Accommodating and Retaining Employees with Disabilities	02-2
Policy Prohibiting Unlawful Workplace Discrimination and Harassment * Revised	02-3
<u>Professional and Ethical Conduct</u>	<u>Chapter 3</u>
Abuse and Neglect * Revised	03-1
Code of Ethics *	03-2
Confidentiality and Privacy *	03-3
Conflicts of Interest *	03-4
No Solicitation/No Distribution	03-5
Standards of Conduct and Workplace Behavior *	03-6
Policy on Preventing Fraud, Waste and Abuse In Medicaid Reimbursements *	03-7

* Denotes cross-reference to Oak Hill Compliance Policy
Table of Contents

<u>Health & Safety</u>	<u>Chapter 4</u>
Alternate Duty	04-1
Drug & Alcohol Free Workplace	04-2
Tobacco-Free Workplace <i>Revised</i>	04-3
Vehicle Safety	04-4
GPS Monitoring of Oak Hill Vehicles	04-5
Random Drug Testing Policy for Operators of Student Transportation Vehicles	04-6
<u>Workplace Standards</u>	<u>Chapter 5</u>
Appropriate Dress and Appearance	05-1
Attendance	05-2
Computer and Internet Use *	05-3
Electronic Mail Policy	05-4
Initial Review Period for Non-Union Employees	05-5
Medication Administration Policies & Procedures *	05-6
Medication Certification Policy *	05-7
Probationary Period for Unionized Employees	05-8
Driving Qualifications & Public Service Licenses *	05-9
Storm Policy	05-10
Telephone, Facsimile and Cell Phone Use *	05-11
Training Requirements <i>Revised</i>	05-12
Laptop Policy *	05-13
Protecting Documents and Data *	05-14
Professional Licenses and Continuing Education	05-15
Therap Usage	05-16
Social Media Policy <i>Revised</i>	05-17
Mobile Device Policy *	05-18

* Denotes cross-reference to Oak Hill Compliance Policy
Table of Contents

<u>Personnel Policies</u>	<u>Chapter 6</u>
Administrative Leave	06-1
Compensation	06-2
Discipline and Discharge	06-3
Layoff and Recall	06-4
Personnel Records	06-5
Personnel References	06-6
Rest Periods and Meal Breaks <i>Revised</i>	06-7
Separation from Employment <i>Revised</i>	06-8
Transfers	06-9
Travel and Expense Reimbursement	06-10
Wage Administration	06-11
Working with Relatives	06-12
Badge and Time Clock Policy	06-13
Employee Recognition	06-14
Privacy Protection Policy	06-15
<u>Benefits and Time Off</u>	<u>Chapter 7</u>
Bereavement Leave	07-1
Credit Union	07-2
Family and Medical Leave Policy *	07-3
Holidays	07-4
Insurance Benefits <i>Revised</i>	07-5
Jury Duty	07-6
Military Leave Policy	07-7
Personal Leave	07-8
Retirement Benefits	07-9
Sick Leave <i>Revised</i>	07-10
Tuition Assistance/Tuition Reimbursement	07-11
Vacation Policy	07-12
Retirement/Rehire Policy	07-13
Protection for Victims of Family Violence	07-14

* Denotes cross-reference to Oak Hill Compliance Policy
Table of Contents