

Big Bend Community Based Care Policy & Procedure

Series: 1100: Human Resources

Policy Name: Employee Handbook

Policy Number: 1100

Origination Date: 2/17/2009

Revised: Board Meeting of 12/13/2018

Referenced Document:

1100-1100 x 1, Employee Handbook

Policy

It is the policy of Big Bend Community Based Care, Inc. (BBCBC), to ensure that each employee receives a current employee handbook.

Procedure

- A.** All BBCBC employees will be issued a BBCBC Employee Handbook upon the employee's date of hire.
- B.** Each employee is required to sign the Employee Handbook Receipt form upon receipt of the handbook.
- C.** The BBCBC Employee Handbook will be reviewed annually by the Senior Staff, BBCBC's CEO, and approved by the BBCBC Board.
- D.** All edits, additions or changes to the BBCBC Employee Handbook will be provided to employees to update their personal copy of the handbook.
- E.** All employees will be required to sign the Employee Handbook Update Receipt form acknowledging receipt of the BBCBC Employee Handbook update.