



Policy: Employee Handbook

ChildNet Number: CN 009.002
Original Approved Date: June 16, 2010
Policy Revised Date(s): November 19, 2010
Policy Sunset Date:
COA Standard(s): HR 5.02

Statement of Policy:

The ChildNet Employee Handbook contains conditions of employment, benefit information, rights and responsibilities of the employees and other important employment-related information.

Board Chair's Signature: _____

Date: _____

11/19/10



Procedure: Employee Handbook

ChildNet Number: CN 009.002

Original Approved Date: June 16, 2010

Procedure Revised Date(s): November 19, 2010, August 22, 2014

Procedure Sunset Date:

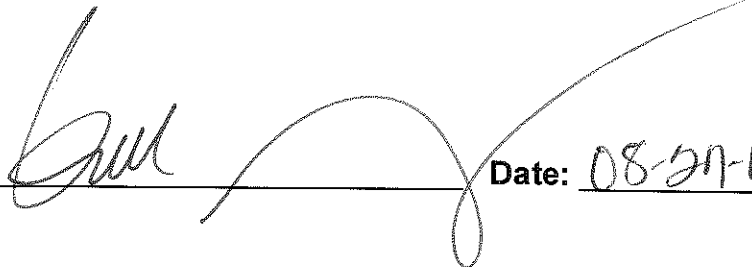
COA Standard(s): HR 5.02

Statement of Procedure:

- A. All employees receive a copy of the ChildNet Employee Handbook on their first day of employment.
- B. All employees sign acknowledgment of receipt and understanding of the employee handbook, and return the acknowledgment form to Talent Management where is maintained in the employee's personnel file.

An electronic version of the ChildNet Employee Handbook is available on ChildNet's Resource Link. All employees are required to sign and date an acknowledgement form indicating receipt and understanding of any revisions and return the acknowledgment form to Talent Management where it is maintained in the employee's personnel file.

President's Signature:



Date: 08-27-14