

SECTION E:

HUMAN RESOURCES / PERSONNEL

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GENERAL POLICY NO. 2

As a general policy, Community Living-Central Huron seeks to:

- a) employ the most competent available persons without regard to race, creed, sex, residence or political affiliation;
- b) establish a clear understanding of the conditions under which each person is being employed and to emphasize in a positive sense, the acceptable levels of performance/conduct. Standards will apply to the entire Agency and additional standards may be established in specific work locations, depending on the need of the individuals being supported and/or program goals; and
- c) provide working conditions and an atmosphere conducive to enabling each Staff member to contribute to the fullest extent of his/her skill and competence; all employees will be treated with respect and fairness.

Any subsequent change to an employee's terms of employment shall be confirmed in writing and signed by the employee. Each employee is responsible for reading and understanding the Agency's Policies and Procedures. Employees are required to sign various duplicate acknowledgments; one copy for the employee to keep for their own records; the other will be placed in their personnel file. Any changes made by government legislation after this printing will be followed.