"Creating Life Opportunities"

Policy and Procedure # 105

Changes to Policies and Procedures

Approval: /S/ Danielle Cook   Effective Date: 1/13/2022

POLICY:
Continually changing WACs, RCWs, and other requirements create a need to update existing Policies and Procedures periodically, and to develop new Policies and Procedures. Employees will have reasonable access to the most current version of each Policy and Procedure.

PROCEDURE:
1. During each new employee's orientation and training, they are advised to read the complete policy and procedure manual and are encouraged to ask questions and seek clarification if needed.

2. The complete policy and procedure manual is available and accessible to all employees on the EFI website. A copy of the manual is maintained at the Kimbel building in the mail room.

3. Modified and new policy statements are distributed to all employees via email, PAYCOM, and SComm. It is the responsibility of each employee to read all policy updates and follow up with their Supervisor, Residential Director, or Human Resources with any questions.

4. Some new or modified policies may be distributed to all employees to ensure awareness.

5. Some new or modified policies may necessitate verification of understanding by requiring employees' signature of acknowledgment.

6. All new or modified Policies and Procedures require an authorizing signature prior to adoption.

7. Some new or modified policies may involve verification of understanding by requiring employees' signature of acknowledgement through PAYCOM

8. The Director of Human Resources will collaborate with each Director to conduct a comprehensive review of each policy. Comprehensive reviews of all policies will be completed annually.

EFI is an Equal Opportunity Provider & Employer