

POLICY: JFS-2-5-13-A21

TITLE: Personnel

EFFECTIVE DATE: 3/93

AUTHORIZED BY: Board of Trustees

REVISION DATE:

Revised: 1-12-98

Revised: 1-26-98

Revised: 7-26-99

Revised: 2-9-01

- A. It is the policy of House of New Hope to write and disseminate personnel policies and procedures approved by the Board of Trustees. These personnel policies and procedures shall include, but are not limited to:
 - 1. Procedures for recruitment, screening, orientation, assignment, supervision, promotion, training and written annual evaluation of all employees.
 - 2. Procedures for discipline of employees including suspension and dismissal.
 - 3. Procedures for handling staff grievances.
 - 4. Salary and fringe benefit plan.

- B. It is also the policy of House of New Hope that an employee shall notify the agency within 24-hours of any charge of any criminal offense that is brought against him/her.
 - 1. Failure to notify the agency within 24-hours of any charge of any crimes listed in OAC 5101:2-5-09 shall result in immediate dismissal from employment.
 - 2. If the charges result in a conviction, the employee shall notify the agency within 24-hours of the conviction. Failure to notify the employer of any conviction of any criminal offense shall result in the employee's immediate dismissal from employment.
 - 3. Conviction of any of the crimes listed in OAC 5101:2-5-09 while in the employ of the agency shall result in immediate dismissal from employment with the agency.