



George G. Glenner Alzheimer's Family Centers, Inc.® (GGG AFC)

Policy and Procedure Manual

CHAPTER 8 - PERSONNEL POLICIES AND PROCEDURES

8.1 Introduction

Personnel policies and procedures are designed to be a working guide for all personnel in the day-to-day operation of the GGG AFC. The written policies should increase understanding, eliminate the need, in most cases, for individual decisions on matters of agency wide policy and help assure uniformity throughout the organization. It does not, however, replace supervisory discretion. It is the responsibility of every supervisor to administer these policies in a consistent and impartial manner. And it is the responsibility of every employee to have a complete understanding of these policies and procedures.

The personnel policies and procedures are established by the Board of Directors of GGG AFC with input from the Chief Executive Officer (CEO). They are subject to modification by the Board as needed. While GGG AFC reserves the right to make these changes without notice, we will seek to promptly advise employees of changes affecting their employment.

This Human Resource Handbook is, located in Appendix F, and is not a contract of employment. It merely establishes guidelines to govern the organization's daily activities.