

EMPLOYEE POLICY HANDBOOK DISTRIBUTION AND TIMELINE

1. Handbook is distributed to all Pastors, Principals, Preschool Directors, and Location Administrators by April 8, 2021
2. Handbook to be reviewed with the pastor and / or principal. If desired, draft policy changes to policies that can be modified. Policies that can be modified are:
 - Children at the Workplace
 - Auto Expense Reimbursement
 - Hiring
 - Information Technology
 - Work Schedule
 - Open Door Policy
 - Paid Holiday schedule
3. Submit proposed changes (if any) to Paula Costa in Human Resources for review by April 22, 2021.
4. Human Resources to review/approve proposed changes and modifications by April 28, 2021.
5. Incorporate reviewed/approved changes into the Location-specific Handbook. Save as a pdf file prior to distributing.
6. Distribute updated Policy Handbook to all staff. **Obtain all signed acknowledgements by May 14, 2021.**
7. Send Location specific Final Handbook to Human Resources by May 14, 2021.