

**PERSONNEL POLICY AND PROCEDURE
DISSEMINATION**

SECTION 1.03

Effective Date: October 15, 2015

Updated and approved: May 18, 2017

Approved By: Governing Board 

Revised Date: May 18, 2017

After a prospective employee has been hired and the employee orientation package has been completed the Human Resources Director will issue the new employee information as to where to view all personnel policies and procedures. The employee will then sign an acknowledgment that s/he received information to ensure access to the personnel policies and procedures located on-line. Employees will also be advised that each CAC building should have a binder accessible with a hard copy of the Personnel Policy Manual

The Program Director, Supervisor, or their designee, will also inform them where the Policy Manual for that department will be located should they require more information or clarification on any policy or procedure. The Agency will also provide, to all employees, access electronically or via hard copy which can be obtained from the Human Resources Director.