

**Policy number: I-4**

**Subject: FUNCTIONS OF THIS MANUAL**

**Revision: one**

**Approved: Agency Board:**

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**Policy Council:**

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## **POLICY**

This Personnel Policy Manual is a compilation of personnel policies, practices, and procedures which have been developed over a period of years in our agency. Designed as a communication tool for managers and supervisors, it offers a standardized approach for the administration of personnel policies, and thereby is intended to reduce difficulties which might arise from unwritten policy, inconsistent policy, or lack of proper communication.

The Human Resource Specialist shall be responsible for custody and distribution of copies of the Personnel Policy Manual. Each program location will be issued a copy of the Manual and it will be posted on the agency web page for authorized use only. Any changes or modifications to these policies must be approved by the Board of Directors.

Any supervisor or Program Director may recommend a change in policy to the Program Administrator. Matters not covered by the Manual shall be brought to the attention of the Program Administrator, and may be part of Administrative Operating Procedures.

Should any employee approach a supervisor with a question concerning a policy contained in the Manual, the supervisor is encouraged to show the employee the written policy involved and to attempt to answer any questions concerning the policy. Matters involving the interpretation of a policy shall be referred to the Program Administrator (Chief Executive Officer) for resolution.

As used in the Manual unless otherwise detailed for a specific procedure:

- a) The words "shall" or "will" are to be construed as mandatory and the word "may" as permissive.
- b) The masculine gender shall be construed to include the feminine gender;
- c) "Immediate family" includes husband, wife, father, mother, brother, sister, son, daughter, father-in-law, mother-in-law, brother-in-law, sister-in-law, son-in-law, and daughter-in-law, significant other living with the employee, and fiancée;
- d) All Head Start personnel matters will not conflict with the Head Start Act, related to Policy Council and Agency Board responsibility, as codified in federal law.