

TITLE: Introduction To Staff

POLICIES/PROCEDURES

401.00

Effective Date: 4/3/08 Supersedes: 12/1/89

The Employee Personnel Policies Intranet contains information about the employment policies and practices of North Community Counseling Centers, Inc. (“the Agency”) in effect at the time of site launch. The intranet supersedes all previously issued handbooks and any inconsistent policies. The Agency reserves the right to change any policies described in the intranet unilaterally and without prior notice.

While it is our intention that the relationship we have entered into with you be a long and productive one, nothing in the employee policies creates, or should be interpreted to create, an employment contract for any specific length of time between the Agency and any employee. Employees of the Agency are employee’s at-will. Regardless of any statement contained in the intranet, or in any other document or statement issued by the Agency or its supervisors or managers, every employee has the right to terminate his or her employment at any time, with or without cause or notice, and the Agency has the right to terminate the employment of any employee at any time, with or without cause or notice. Unless authorized by a written agreement, approved by the Chairperson of the Board of Directors of the Agency, no manager or other representative of the Agency has the authority to enter into any agreement for employment for any specified period of time.

It is important for all employees to familiarize themselves and comply with applicable Agency policies at all times. If you have any questions or concerns about the intranet or any other policy or procedure, please ask your supervisor.

Reviewed 3/20/17