

**BLUE WATER DEVELOPMENTAL HOUSING, INC.  
POLICIES AND PROCEDURES: EMPLOYEE INFORMATION**

<b>SUBMITTED BY:</b> Kristy Dennis	<b>DATE SUBMITTED:</b> 05/05/21	<b>SECTION:</b> Human Resources	
<b>BOARD APPROVED ON:</b>	<b>DATE REVISED:</b>	<b>SUBJECT:</b> Employee Manual Procedure	
<b>ANNUAL REVIEW BY EXECUTIVE DIRECTOR:</b> 05/19/21		<b>POLICY #:</b> ED-012	<b>PAGE #:</b> 1 of 1

**I. APPLICATION**

The provisions stated herein shall apply to employees of Blue Water Developmental Housing, Inc. (BWDH).

**II. POLICY**

The organization believes an Employee Manual is a valuable communication resource for both the employer and the employee. It provides guidance and information related to the organization's history, mission, values, policies, procedures, and benefits in a written format. It is an easily accessible guide to the organization's policies and procedures as well as an overview of the expectations of management and leadership.

**III. NOTIFICATION/PROCEDURE**

**WHO**

**DOES WHAT**

Administrative Services  
Division Director

1. Reviews the Employee Manual annually.
2. Seeks review by legal counsel when major changes are made.
3. Updates the Employee Manual, as necessary.
4. Submits to the executive team for review.
5. Submits to the executive director for final approval.

Executive Team

6. Reviews Employee Manual changes and provides feedback.

Executive Director

7. Provides final approval of any changes to the Employee Manual.

Human Resources Manager

8. Ensures distribution of current Employee Manual to employees at hire, annually, and when there are changes.
9. Ensures employees acknowledge receipt of the Employee Manual at hire, annually, and when there are changes.