***[HOSPITAL NAME]***

**ADMINISTRATIVE POLICY**

CATEGORY: Personnel **CODE: C-I-5**

SUBJECT: Employee Handbook **EFFECTIVE:**

**COORDINATOR: Director of Human Resources**

An employee handbook outlines the specific issues related to employment at *[Hospital Name].* It serves as a resource to employees and supervisors on all matters related to employment.

The Employee Handbook will be maintained in the Personnel office by the Human Resource Manager and will contain the following major sections:

1. General statement
2. The Mission, Vision and Values of *[Hospital Name]*
3. The History of *[Hospital Name]*
4. The Expectations of the Hospital and of the Employees
5. Hours of work and pay
6. Benefits
7. Employees Responsibilities
8. Employee Evaluation
9. Basic Rules of Conduct and Discipline
10. Terminating Employment
11. Other specific sections as needed

Each employee will be given a copy of the handbook upon hiring. An acknowledgement form will be signed by the employee and filed in the personnel office.

Changes or updates to the Employee Handbook must be approved by AdCom and communicated to the current employees with acknowledgement recorded in their personnel files.

APPROVED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_