

MANUAL OF ADMINISTRATION

TOPIC: Human Resources	SUBJECT: Policy Reading	Code: HR050
		Date of Issue: July 2019
		Revised: October 2022
		Page 1 of 1

Purpose:

To outline the process for policy reading for all staff.

Procedure:

1. Staff, including casuals and overnight support, are expected to read policy updates while working in residential in locations where the Manual of Administration exists and the Yellow Binder is present.
2. Policy reading will be done during times when clients are doing quiet activities in the home that do not require staff to actively participate or monitor the clients.
3. Staff will complete a Policy Sign-Off Form found in the yellow binder by the Due Date noted on the form and faxed to the office at 343-6090.
4. A Manager will make alternative arrangements for staff who do not have access to the Manual of Administration to read policies. Please communicate with your Manager to ensure time is made available for staying up to date.
5. Policies are also available online at <http://avenuell.com/policies-and-procedures>