



October 2022 Policies to Review (Revised and NEW Policies)

When new or revised policies are issued, as an Avenue II employee you are required to thoroughly reviewed these policies and understand how they affect your work routines and responsibilities, as well as the individuals whom you support. Please read the policies listed below, initial to acknowledge that you have read and understand them. Copies of policies are available at people’s home, the Main Office, and on Avenue II’s website (www.avenueii.com).

Employee Name: _____

Date: _____

Due Date for Completion: November 30, 2022

Return to: Tracy Toffoli, Scheduling Clerk

	POLICY	SUBJECT	DATE	INITIAL
1.	AD007	AUTHORITY TO GRANT LEAVES, VACATION, AND HOLIDAYS		
2.	AD045	EMERGENCY MEASURES ORGANIZATION- AVENUE II RESPONSE		
3.	AD060	GENERAL OFFICE PROCEDURES		
4.	AD082	INCIDENT REPORTING SYSTEM		
5.	AD110	LIABILITY		
6.	AD111	LONG DISTANCE PHONE CALLS/ DIRECTORY ASSISTANCE CALLS		
7.	AD120 DELETE	MANAGEMENT RECORDS		
8.	AD125	MEETING AND TRAINING CONDUCT		
9.	AD148	PAPERWORK WHILE SUPPORTING		
10.	AD155	PROTOCOL FOR A SERIOUS OCCURRENCE		
11.	AD156	PROTOCOL FOR A MISSING PERSON		
12.	FN020	USE OF CHARITABLE DONATIONS		
13.	FN030	TIMESHEET & EXPENSE CLAIM SUBMISSION		
14.	FN130 DELETE	NORTHERN TRAVEL GRANT-		
15.	FN150	MONTHLY ALLOWANCE FOR PRODUCTS FOR EMPLOYEES IN RESIDENTIAL LOCATIONS		
16.	HR000	ABSENTEEISM REVIEW PROGRAM		
17.	HR040	EXHAUSTION OF SICK DAY CREDITS		
18.	HR050	POLICY READING		
19.	HR100	ELECTRONIC MONITORING POLICY		
20.	HS187	SMOKE DETECTORS/ ALARMS AND CARBON MONOXIDE DETECTORS		