



Revised- September 2020 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: October 15, 2020

Return to Tracy Toffoli, Scheduling Clerk.

	POLICY	SUBJECT	DATE	INITIAL
1.	HR015	CASUAL HOURS SIGN-UP PROCEDURES		