

Procedure Title:
EMPLOYMENT

PROCEDURE NUMBER: 1-0-1

Policy Title:
Nature of Employment

Effective Date:
2/1/2003

Revision Date:
2/1/2003



APPLIES TO:

- Chapter 2380 – Adult Training Facilities
- Chapter 2390 – Vocational Facilities
- Chapter 3800 – Child Residential and Day Treatment Facilities
- Chapter 6400 – Community Homes For Individuals With Mental Retardation
- Chapter 6500 – Family Living Homes
- Supported Living Program

PROCEDURE:

1. Employment with Keystone is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, Keystone may terminate the employment relationship at will at any time, with or without notice or cause, so long as there is no violation of applicable federal or state law.
2. Policies set forth in this Handbook do not constitute a contract of employment or create contractual obligations of any kind or a contract of employment between Keystone and any of its employees. The provisions of the Handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at Keystone's sole discretion.
3. These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Chief Executive Officer (or his/her designee) of Keystone.

NOTES: