

Procedure Title:

EMPLOYMENT**PROCEDURE NUMBER: 1-0-2**

Policy Title:

Employee Relations

Effective Date:

2/1/2003

Revision Date:

1/15/2003

**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. Keystone believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.
2. Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Keystone amply demonstrates its commitment to employees by responding effectively to employee concerns.
3. Keystone encourages a spirit of teamwork among all employees. Keystone provides a workplace where communication is open and problems can be raised, discussed and resolved in a mutually respectful atmosphere.

NOTES: